Qualification Specification

ProQual Level 3 NVQ Diploma in Cladding Occupations (Construction)

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This qualification is part of ProQual's broad offer of qualifications in the construction sector.

To find out more about other qualifications in this, or any other sector, or for our latest fees; check our Fees Schedule via the QR code below:

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Contents

Introduction

The ProQual Level 3 NVQ Diploma in Cladding Occupations qualification provides a nationally recognised qualification for those working in the construction industry who want to specialise in cladding. The aims of this qualification are:

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- Competency in installing cladding materials.
- To gain formal recognition of skills and knowledge with the potential to take on more responsibility in the workplace.

The awarding body for this qualification is ProQual AB. This qualification has been approved for delivery in England. The regulatory body for this qualification is Ofqual, and this qualification has been accredited onto the Regulated Qualification Framework (RQF), and has been published in Ofqual's Register of Qualifications.

It is also endorsed by the sector body for construction - CITB.

Qualification Profile

Qualification Title:	ProQual Level 3 NVQ Diploma in Cladding Occupations (Construction)
Qualification Number:	610/7401/9
Level:	3
Total Qualification Time (TQT):	1260 Hours 126 Credits
Guided Learning Hours (GLH):	604 Hours
Assessment:	Pass/Fail
	Internally assessed and verified by centre staff
	External quality assured by ProQual Verifiers
Qualification Start Date:	01/06/2026
Qualification Review Date:	01/06/2029

Learner Profile

There are no formal academic entry requirements for this qualification. Centres should carry out their own assessment of candidates knowledge and skills to identify gaps and determine the assessment plan.

Candidates for this qualification must be at least 16 years old on the day that they are registered for this qualification. Centres are reminded that no assessment activity should be undertaken prior to a candidate being registered.

Candidates for this qualification must be employed in a role where they will be able to generate workplace evidence for each of the units within this qualification or enrolled on a training course which includes employer placements to allow the same. Evidence of practical skills cannot be simulated.

Candidates who complete this qualification may progress into other qualifications in ProQual's construction skills suite.

Qualification Structure

This qualification consists of **eight mandatory units, plus one optional unit**.
Candidates must complete all mandatory units to complete this qualification.

CITB reference numbers are given for information only.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	100	33	209v2
A/651/0177	Developing and Maintaining Good Occupational Working Relationships in the Workplace	3	80	27	210v3
M/651/4792	Confirming the Occupational Method of Work in the Workplace	3	110	37	211v2
M/508/6537	Conforming to General Health, Safety and Welfare in the Workplace	1	20	7	641v1
J/652/1006	Preparing Resources for the Installation of Sheeting and Cladding Materials on Roofs and Walls in the Workplace **Unit Endorsements** **One** of the following: • Built up systems • Standing seam systems • Secret fix systems • Composite panel systems • Fibre-cement systems	2	180	60	94v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – continued					
K/652/1007	Installing Sheeting and Cladding Systems on Roofs and Walls in the Workplace **Unit Endorsements** **One** of the following: • Built up systems • Standing seam systems • Secret fix systems • Composite panel systems • Fibre-cement systems	2	200	100	95v3
L/652/1008	Installing Rainwater Goods on Sheeting and Cladding on Roofs and Walls in the Workplace	2	130	50	96v3
T/652/1173	Installing Sheeting and Cladding Systems to Curved and Complex Roof and Wall Formations in the Workplace	3	440	220	99v3
Optional Units – Candidates must complete **one** unit from this group.					
M/652/1009	Refurbishing or Replacing Sheeting and Cladding on Roofs or Walls in the Workplace **Unit Endorsements** **One** of the following: • Built up systems • Standing seam systems • Secret fix systems • Composite panel systems • Fibre-cement systems	2	220	73	97v3
Y/652/1010	Repairing Sheeting and Cladding Systems on Roofs and Walls in the Workplace	2	200	67	98v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Optional Units – continued					
H/615/2186	Installing Solar Collectors to Roofs in the Workplace **Unit Endorsements** **One** of the following: • Photo voltaic • Solar thermal	2	60	20	298v2
K/506/4617	Preparing and Operating Ergonomic Manipulating Machines to Lift and Transfer Loads in the Workplace	2	110	37	387Uv2
Y/651/1789	Preparing and Operating Scissor-Type Mobile Elevating Work Platforms (MEWP) in the Workplace	2	120	40	392Av3
R/651/2271	Preparing and Operating Boom-Type Mobile Elevating Work Platforms (MEWP) in the Workplace	2	140	47	392Bv3
D/651/2275	Preparing and Operating Mast Climber-Type Mobile Elevating Work Platforms (MEWP) in the Workplace	2	120	40	392Cv3
K/508/6536	Setting Out Secondary Dimensional Work Control in the Workplace **Unit Endorsements** **Three** of the following: • Lines • Levels • Depths • Areas • Heights • Angles	2	70	23	401v2

Centre Requirements

Centres must be approved to deliver this qualification. If your centre is not approved to deliver this qualification, please complete and submit the **ProQual Additional Qualification Approval Form.**

Materials produced by centres to support candidates should:

- Enable them to track their achievements as they progress through the learning outcomes and assessment criteria.
- Provide information on where ProQual's policies and procedures can be viewed.
- Provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence.

Centres must have the appropriate equipment to enable candidates to carry out the practical requirements of this qualification.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title:

ProQual Level 3 NVQ Diploma in Cladding Occupations (Construction)

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement.

Assessment Requirements

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- Observation report by assessor.
- Assignments/projects/reports.
- Professional discussion.
- Witness testimony.
- Candidate product.
- Worksheets.
- Record of oral and written questioning.
- Recognition of Prior Learning.

Candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

Centre staff assessing this qualification must be **occupationally competent** and qualified to make assessment decisions. Assessors who are suitably qualified may hold a qualification such as, but not limited to:

- ProQual Level 3 Certificate in Teaching, Training and Assessment.
- ProQual Level 3 Award in Education and Training.
- ProQual Level 3 Award in Assessing Competence in the Work Environment. *(Suitable for assessment taking place in a working environment only.)*
- ProQual Level 3 Award in Assessing Vocational Achievement. *(Suitable for assessment taking place in a simulated training environment only.)*

Candidate portfolios must be internally verified by centre staff who are **occupationally knowledgeable** and qualified to make quality assurance decisions. Internal verifiers who are suitably qualified may hold a qualification such as:

- ProQual Level 4 Award in the Internal QA of Assessment Processes and Practice.
- ProQual Level 4 Certificate in Leading the Internal QA of Assessment Processes and Practice.

Occupationally competent means capable of carrying out the full requirements contained within a unit. **Occupationally knowledgeable** means possessing relevant knowledge and understanding.

Enquiries, Appeals and Adjustments

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Units – Learning Outcomes and Assessment Criteria

Title:	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace			**Level:**	3
Unit Number:	A/503/2772	**TQT:**	100	**GLH:**	33

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Identify work activities, assess required resources and plan the sequence of work.	1.1	Identify work activities, assess required resources and plan the sequence of work.
		1.2	Identify work activities and formulate a plan for their own sequence of work.
		1.3	Explain the types of work relative to the occupational area and how to identify different work activities.
		1.4	Explain methods of assessing the resources needed from a range of available information.
		1.5	Explain the required information and the different methods used to prepare a work programme relative to the occupational area.
2	Obtain clarification and advice where the resources required are not available.	2.1	Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.
		2.2	Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.

3	Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1	Assess progress of work against project requirements, taking into account external factors relating to: • Other occupations and/or customers. • Resources. • Weather conditions. • Health and safety requirements.
		3.2	Explain different methods of evaluating work activities against the following project requirements: • Contract conditions. • Contract programme. • Health and safety requirements of operatives.
		3.3	Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: • Other related programmes. • Special working conditions. • Weather conditions. • Other occupations/people. • Resources. • Health and safety requirements.
4	Identify work activities which influence each other and make the best use of the resources available.	4.1	Determine work activities that have an influence on each other.
		4.2	Evaluate which work activities make the best use of available resources in relation to: • Occupations and/or customers associated with the work. • Tools, plant and/or ancillary equipment. • Materials and components.
		4.3	Explain different methods and sources that can identify which work activities influence each other.

4	*Continued*	4.4	Describe how to determine the sequence of work activities and how long each work activity will take.
		4.5	Describe what zero and low carbon requirements are.
		4.6	Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.
5	Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1	Evaluate project progress against the work programme to identify any changed circumstances.
		5.2	Inform line management and/or customers on the type and extent of any required changes to the work programme.
		5.3	Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.
		5.4	Explain how to assess contractual/work effects resulting from alterations to the work programme.
		5.5	Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33

Title:	Developing and Maintaining Good Occupational Working Relationships in the Workplace			**Level:**	3
Unit Number:	A/651/0177	**TQT:**	80	**GLH:**	27

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Develop, maintain and encourage working relationships to promote good will and trust.	1.1	Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.
		1.2	Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.
		1.3	Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.
		1.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.
2	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1	Communicate on the following work activity information to relevant people following organisational procedures: • Appropriate timescales. • Health and safety requirements. • Co-ordination of work procedures.
		2.2	Explain the different methods and techniques used to inform relevant people about work activities.

2	*Continued*	2.3	Explain the effects of not informing relevant people with the expected level of urgency.
		2.4	Explain the different types of work activity related information and to what level of detail the following people would expect to receive: • Colleagues. • Employers. • Customers. • Contractors. • Suppliers of products and services. • Other people affected by the work/project.
3	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1	Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.
		3.2	Explain the techniques of encouraging questions and/or requests for clarification and comments.
		3.3	Explain the different ways of offering advice and help to different people about work activities, in relation to: • Progress. • Results. • Achievements. • Occupational problems. • Occupational opportunities. • Health and safety requirements. • Co-ordinated work.
4	Clarify proposals with relevant people and discuss alternative suggestions.	4.1	Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.
		4.2	Explain the methods of clarifying alternative proposals with relevant people.
		4.3	Explain the methods of suggesting alternative proposals.

5	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1	Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.
		5.2	Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

Additional Assessment Information

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Title:	Developing and Maintaining Good Occupational Working Relationships in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	27

Title:	Confirming the Occupational Method of Work in the Workplace			**Level:**	3
Unit Number:	M/651/4792	**TQT:**	110	**GLH:**	37

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Assess available project data accurately to determine the occupational method of work.	1.1	Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.
		1.2	Explain how to summarise the following project data: • Required quantities. • Specifications. • Detailed drawings. • Health and safety requirements. • Timescales. • Scope of works.
		1.3	Explain the different methods of assessing available project data.
		1.4	Explain how to use project data to interpret the work method, in relation to: • Standard work procedures. • Sequence of work. • Organisation of resources (people, equipment, materials). • Work techniques. • Working conditions (health, safety and welfare). • Risk assessment.

2	Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1	Collect and collate additional information from alternative sources to clarify the work to be carried out.
		2.2	Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: • Customers or representatives. • Suppliers. • Regulatory authorities. • Manufacturer's literature.
3	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1	Examine potential work methods to carry out the occupational work activity.
		3.2	Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.
		3.3	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: • Health and safety welfare (principles of protection). • Fire protection. • Access and egress. • Equipment availability. • Availability of competent workforce. • Pollution risk. • Waste and disposal. • Zero and low carbon outcomes. • Weather conditions.

3	*Continued*	3.4	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: • Conforming to statutory requirements. • Customer and user needs. • Contract requirements in terms of time, quantity and quality. • Environmental considerations.
		3.5	Explain how different methods of work can achieve zero/low carbon outcomes.
4	Confirm and communicate the selected work method to relevant personnel.	4.1	Confirm the selected occupational work method that meets project, statutory and contractual requirements.
		4.2	Communicate appropriately to relevant people on the selected occupational work method.
		4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.
		4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.

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Title:	Confirming the Occupational Method of Work in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	37

Title:	Conforming to General Health, Safety and Welfare in the Workplace			**Level:**	1
Unit Number:	M/508/6537	**TQT:**	20	**GLH:**	7

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Comply with all workplace health, safety and welfare legislation requirements.	1.1	Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
		1.2	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
		1.3	Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
		1.4	State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.

1	*Continued*	1.6	State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
		1.7	State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
		1.8	State how to comply with control measures that have been identified by risk assessments and safe systems of work.
2	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1	Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
		2.2	List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
		2.3	List the current Health and Safety Executive top ten safety risks.
		2.4	List the current Health and Safety Executive top five health risks.
		2.5	State how changing circumstances within the workplace could cause hazards.
		2.6	State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3	Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1	Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
		3.2	Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
		3.3	Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.

3	*Continued*	3.4	Safely store health and safety control equipment in accordance with given instructions.
		3.5	Dispose of waste and/or consumable items in accordance with legislation.
		3.6	State the organisational policies and procedures for health, safety and welfare, in relation to: • Dealing with accidents and emergencies associated with the work and environment. • Methods of receiving or sourcing information. • Reporting. • Stopping work. • Evacuation. • Fire risks and safe exit procedures. • Consultation and feedback.
		3.7	State the appropriate types of fire extinguishers relevant to the work.
		3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.
4	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
		4.2	State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: • Recognising when to stop work in the face of serious and imminent danger to self and/or others. • Contributing to discussions and providing feedback. • Reporting changed circumstances and incidents in the workplace. • Complying with the environmental requirements of the workplace.

4	*Continued*	4.3	Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5	Comply with and support all organisational security arrangements and approved procedures.	5.1	Provide appropriate support for security arrangements in accordance with approved procedures: • During the working day. • On completion of the day's work. • For unauthorised personnel (other operatives and the general public). • For theft.
		5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Additional Assessment Information

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Conforming to General Health, Safety and Welfare in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Preparing Resources for the Installation of Sheeting and Cladding Materials on Roofs and Walls in the Workplace			**Level:**	2
Unit Number:	J/652/1006	**TQT:**	180	**GLH:**	60

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when preparing resources for the installation of sheeting and cladding materials on roofs and walls.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plans. • Check sheet. • Control of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why organisational procedures and safe working practices have been developed and how they are implemented.
		1.4	Explain the importance of contract information to solve problems with the information and why it is important to follow it.

1	*Continued*	1.5	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plan. • Check sheet. • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with preparing resources for the installation of sheeting and cladding.
		1.6	Explain the range of relevant digital services, tools and systems and how they are used.
		1.7	Explain the importance of contract information to solve problems with the information, and why it is important to follow them.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when preparing resources for the installation of sheeting and cladding materials on roofs and walls.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.

2	*Continued*	2.2	Explain how emergencies should be responded to in accordance with organisational procedures and training in relation to: • Fires. • Spillages. • Injuries. • Falls. • Rescue procedures. • Occupational activities. • Identification of and reporting asbestos containing materials.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Explain the HSE principles of prevention.
3	Maintain safe and healthy work practices when preparing resources for the installation of sheeting and cladding materials on roofs and walls.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.

3	*Continued*	3.3	Demonstrate compliance with relevant legislation and official guidance to carry out your work and maintain safe and healthy work relating to the following: • Methods of work. • Safe use, storage and handling of materials, tools and equipment. • Safe use of access equipment. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and unfixed materials. • Unloading and distribution. • Identifying adverse weather conditions.
		3.4	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Hand arm vibration (HAVS).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment in relation to: • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.

3	*Continued*	3.7	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment. • Material safety data sheet. • Organisational procedures. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.
4	Select the required quantity and quality of resources for the methods of work to prepare resources for the installation of sheeting and cladding materials on roofs and walls.	4.1	Select resources associated with own work in relation to: • Materials, components and fixings. • Tools and equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.
		4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Fixings and fasteners, flashings, fittings, halters, spacer systems. • Insulation, vapour control, separation and breather membranes. • Sealants and fillers. • Metal and translucent sheets, built up, standing seam, secret fix, composite panels, decking panels and fibre cement systems. • Hand tools, portable power tools and equipment. • Lifting equipment. • Digital equipment.

4	*Continued*	4.5	Explain the organisational procedures to select resources associated with own work, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome in relation to: • Risk assessment. • Methods of work. • Manufacturers' technical information. • Statutory regulations. • Official guidance.
		4.7	Describe the methods of checking and monitoring the quantity and length, associated with the method and procedure to prepare resources for the installation of sheeting and cladding materials on roofs and walls.
5	Minimise the risk of damage to the work and surrounding area when preparing resources for the installation of sheeting and cladding materials on roofs and walls.	5.1	Comply with organisational procedures to prevent damage to the work and surrounding areas in accordance with the inspection and test plan.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste should be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.

6	Complete the work within the planned, allocated time when preparing resources for the installation of sheeting and cladding materials on roofs and walls.	6.1	Demonstrate completion of the work within the planned allocated time in accordance with: • The contract information. • The programme of work. • The needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and planned times. • Organisational procedures for reporting circumstances which may affect the work programme.
7	Comply with the given contract information to prepare resources for the installation of sheeting and cladding materials on roofs and walls.	7.1	Demonstrate the following work skills when preparing resources for the installation of sheeting and cladding materials on roofs and walls: • Identify. • Check. • Measure. • Marking out. • Cut. • Prepare. • Position.
		7.2	Use and maintain: • Hand tools. • Power tools. • Associated equipment.

7	*Continued*	7.3	Prepare resources for installation, to include sheeting and cladding materials, fixings, flashings, roof and wall components, and associated equipment to working instructions for one of the following systems: • Built-up. • Standing seam. • Secret fix. • Composite panel. • Fibre-cement.
		7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to identify installation quality requirements. • How to conform to agreed specification. • How to confirm manufacturers' installation criteria. • How to check resources for type, quantity and damage and report discrepancies. • How to deal with damaged and incorrect roof and wall sheeting and cladding materials and resources. • How to identify types and characteristics of cladding sheets including; single skin, sinusoidal (corrugated), trapezoidal (box) and fibre cement profiles, twin or double skin insulated systems, composite panel (sandwich panel) systems, decking and structural decking and over-cladding or removal of asbestos sheeting. • How to identify parts of roof and wall cladding sheets including; top and bottom flanges, crown, web, trough or pan.

7	*Continued*	7.4 *Cont.*	• How to identify types, characteristics and applications of cladding products and systems including: built-up, standing seam, secret fix, composite panel, fibre cement and over-cladding or removal of asbestos sheeting. • How to recognise the differences between sheeting and cladding profiles for walls and roofs. • How to measure, mark out and cut sheeting and cladding. • How to adjust and position fixings, halters, spacers, clips and fittings. • How to identify, recognise and work to gridlines and datum marks. • How to prepare, align and position resources ready to install: built-up, standing seam, secret fix, composite panel, fibre cement and over-cladding or removal of asbestos sheeting. • How to check quality and suitability of work on completion and at the end of each working period. • How to recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to understand thermal movement in aluminium materials. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to safely offload types of material and distribute to prevent injury and damage. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use access equipment. • Why the safe operations and movement of plant and machinery ensure the safety and protection of the safe working environment.

7	*Continued*	7.4 *Cont.*	• How to identify and follow the installation quality requirements. • How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations when preparing resources for the installation of sheeting and cladding materials on roofs and walls.
		7.6	Describe how and when to maintain the tools and equipment used when preparing resources for the installation of sheeting and cladding materials on roofs and walls.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Preparing Resources for the Installation of Sheeting and Cladding Materials on Roofs and Walls in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	60

Title:	Installing Sheeting and Cladding Systems on Roofs and Walls in the Workplace			**Level:**	2
Unit Number:	K/652/1007	**TQT:**	200	**GLH:**	100

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when installing sheeting and cladding systems on roofs and walls.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plans. • Check sheet. • Control Of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why organisational procedures and safe working practices have been developed and how they are implemented.

1	*Continued*	1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plan. • Check sheet. • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with preparing resources for the installation of sheeting and cladding.
		1.5	Explain the range of relevant digital services, tools and systems and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with relevant legislation and official guidance when installing sheeting and cladding systems on roofs and walls.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.

2	*Continued*	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Explain the HSE principles of prevention.
3	Maintain safe and healthy working practices when installing sheeting and cladding systems on roofs and walls.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation official guidance.

3	*Continued*	3.3	Demonstrate compliance with relevant legislation and official guidance to carry out your work and maintain safe and healthy work relating to the following: • Methods of work. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and unfixed materials. • Unloading and distribution. • Identifying adverse weather conditions.
		3.4	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Hand arm vibration (HAVS).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment in relation to: • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.

3	*Continued*	3.7	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related activities.
		3.8	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment. • Material safety data sheet. • Organisational procedures. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.
4	Select the required quantity and quality of resources for the methods of work to install sheeting and cladding systems on roofs and walls.	4.1	Select the required quantities and qualities of the following resources for the methods of work in accordance with the fixing strategy: • Materials, components and fixings • Tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, and limitations associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.

4	*Continued*	4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Fixings, fasteners, flashings, fittings, halters, spacer systems and clips. • Insulation, vapour control, separation and breather membranes. • Sealants and fillers. • Metal and translucent sheets, built-up, standing seam, secret fix, composite panels, decking panels and fibre cement systems. • Hand tools, portable power tools and equipment. • Digital equipment.
		4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and method of work and how they are overcome in relation to: • Risk assessment. • Methods of work.
		4.7	Describe the methods of calculating quantity, length, area and wastage associated with the method and procedure to install sheeting and cladding systems on roofs and walls.
5	Minimise the risk of damage to the work and surrounding area when installing sheeting and cladding systems on roofs and walls.	5.1	Comply with organisational procedures to minimise the risk of damage to the work and its surrounding area by: • Taking relevant steps to protect the work and its surrounding area from damage. • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.

5	*Continued*	5.2	Explain why it is important to maintain a safe, clean work area.
		5.3	Describe how to protect the work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise damage to the existing building fabric.
		5.4	Explain why the disposal of waste should be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the planned allocated time when installing sheeting and cladding systems on roofs and walls.	6.1	Demonstrate completion of the work within the planned allocated time in accordance with: • The contract information. • The programme of work. • The needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and planned times. • Organisational procedures for reporting circumstances which may affect the work programme.

7	Comply with the contract information to install sheeting and cladding systems on roofs and walls to the required specification.	7.1	Demonstrate the following work skills when installing sheeting and cladding systems on roofs and walls: • Measure. • Set out. • Adjust. • Align. • Level. • Plumb. • Fit. • Fix and finish.
		7.2	Use and maintain: • Hand tools. • Power tools. • Associated equipment.
		7.3	Install sheeting and cladding materials to roofs and walls, to include flashings, openings, vents, up-stands, protrusions and penetrations to given working instructions for one of the following systems: • Built-up. • Standing seam. • Secret fix. • Composite panel. • Fibre-cement.
		7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to identify installation quality requirements. • How to conform to agreed specifications. • How to conform to manufacturers' installation criteria. • How to identify, recognise and work to gridlines and datum marks.

7	*Continued*	7.4 *Cont.*	• How to position and secure fixings, halters, spacers, clips, fittings and sheets. • How to deal with damaged and incorrect sheeting, cladding materials and resources. • How to install built up, standing seam, secret fix, composite panels and fibre cement systems. • How to install decking and structural panels. • How to maintain the integrity of surfaces, backgrounds, sheets and panels. • How to position and secure vents. • How to install insulation. • How to measure, cut, fit, shape and fix flashing materials. • How to install translucent sheets, condensation and vapour control materials. • How to form and shape components for openings, vents, up-stands, protrusions and penetrations. • How to ensure the integrity of joints, overlaps and interface details. • How to apply sealants and install fillers to ensure water and airtight seals. • How to check quality and suitability of work on completion and at the end of each working period. • How to recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use access equipment. • Why the safe operations and movement of plant and machinery ensure the safety and protection of the safe working environment.

7	*Continued*	7.4 *Cont.*	How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations when installing sheeting and cladding systems on roofs and walls.
		7.6	Describe how and when to maintain the tools and equipment used when installing sheeting and cladding systems on roofs and walls.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

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- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Installing Sheeting and Cladding Systems on Roofs and Walls in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	100

Title:	Installing Rainwater Goods on Sheeting and Cladding on Roofs and Walls in the Workplace			**Level:**	2
Unit Number:	L/652/1008	**TQT:**	130	**GLH:**	50

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when installing rainwater goods on sheeting and cladding on roofs and walls.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Method statements. • Risk assessments. • Schedules. • Manufacturers' information. • Programme. • Setting out line and levels. • Fixing strategy. • Inspection test plans. • Check sheet. • Control Of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why the organisational procedures have been developed and how they are implemented.

1	*Continued*	1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection test plan. • Check sheet. • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with preparing resources for the installation of rainwater goods.
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing sheeting and cladding systems on roofs and walls.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting. • Mechanical access equipment. • Hot works.

2	*Continued*	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: • Water. • CO_2. • Foam. • Powder.
3	Maintain safe and healthy work practices when installing rainwater goods on sheeting and cladding on roofs and walls.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment. • Hot works.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.

3	*Continued*	3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: • Methods of work. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and materials. • Unloading and distribution. • Identifying adverse weather conditions.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.

3	*Continued*	3.7	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: • Fires, spillages, injuries and falls. • Rescue procedures. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.
		3.8	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment. • Manufacturers' technical information. • Material safety data sheet. • Statutory regulations. • Organisational procedures. • Official guidance. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.
4	Select the required quantity and quality of resources for the methods of work to install rainwater goods on sheeting and cladding on roofs and walls.	4.1	Select resources associated with own work in relation to: • Materials, components and fixings. • Tools and equipment.
		4.2	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.3	Describe why the characteristics, quality, uses, sustainability, and limitations associated with the resources are important and how defects should be rectified.

4	*Continued*	4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Brackets, fixings and supports. • Gutters, pipes, downpipes and angles. • Membrane lined gutters. • Stop-ends, grills, guards, filters and covers. • Overflows, sumps and outlets. • Hand tools, portable power tools and equipment. • Digital equipment. • Access equipment.
		4.5	Explain how to confirm the resources and materials conform with the specification and drawings.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating quantity, length, area and wastage associated with the method and procedure to install rainwater goods on sheeting and cladding on roofs and walls.
5	Minimise the risk of damage to the work and surrounding area when installing rainwater goods on sheeting and cladding on roofs and walls.	5.1	Comply with organisational procedures to minimise the risk of damage to the work and its surrounding area by: • Taking relevant steps to protect the work and its surrounding area from damage. • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.

5	*Continued*	5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the planned, allocated time when installing rainwater goods on sheeting and cladding on roofs and walls.	6.1	Demonstrate completion of the work within the planned allocated time in accordance with the contract information, the programme of work and to meet the needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • The types of progress charts, timetables and planned times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to install rainwater goods on sheeting and cladding on roofs and walls to the required specification.	7.1	Demonstrate the following work skills when installing rainwater goods on sheeting and cladding on roofs and walls: • Measure. • Mark out. • Cut. • Line and level. • Adjust. • Position. • Fix and secure.

7	*Continued*	7.2	Use and maintain: • Hand tools. • Power tools. • Associated equipment.
		7.3	Install the following rainwater goods to given working instructions for: • Outlets. • Brackets, fixings and supports. • Gutters, downpipes and angles. • Sealant and gaskets. • Membrane lined gutters. • Stop-ends, grills, guards and covers. • Overflows, sumps and outlets.
		7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to understand quality assurance and the requirements of the inspection and test plan. • How to conform to agreed specification. • How to confirm manufacturers' installation criteria. • How to identify datum, line and level. • How to deal with damaged and incorrect materials and resources. • How to position, fix and secure brackets and supports. • How to install gutters, downpipes, angles, sumps, outlets and overflows. • How to maintain the integrity of surfaces for membrane lined gutters. • How to install materials and components, stop-ends, leaf guards, sealants and gaskets. • How to check quality and suitability of work at each hold point.

7	*Continued*	7.4 *Cont.*	• How to recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use of access equipment. • Why the safe operations and movement of plant and machinery to ensure the safety and protection of the working environment. • How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when installing rainwater goods on sheeting and cladding on roofs and walls.
		7.6	Describe how and when to maintain the tools and equipment used when installing rainwater goods on sheeting and cladding on roofs and walls.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

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Title:	Installing Rainwater Goods on Sheeting and Cladding on Roofs and Walls in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50

Title:	Installing Sheeting and Cladding Systems to Curved and Complex Roof and Wall Formations in the Workplace			**Level:**	3
Unit Number:	T/652/1173	**TQT:**	440	**GLH:**	220

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when installing sheeting and cladding systems to curved and complex roof and wall formations.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Method statements. • Risk assessments. • Schedules. • Manufacturers' information. • Programme. • Setting out line and levels. • Fixing strategy. • Inspection test plans. • Check sheet. • Control of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why organisational procedures and safe working practices have been developed and how they are implemented.

1	*Continued*	1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plan. • Check sheet. • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with the installation of sheeting and cladding systems.
		1.5	Explain the range of relevant digital services, tools and systems and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with relevant legislation and official guidance when installing sheeting and cladding systems to curved and complex roof and wall formations.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • At height. • With tools and equipment. • Moving and storing materials by manual handling and mechanical lifting. • Mechanical access equipment.

2	*Continued*	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public. • Materials.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: • Water • Co_2 • Foam • Powder.
3	Maintain safe and healthy working practices when installing sheeting and cladding systems to curved and complex roof and wall formations.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation and official guidance.

3	*Continued*	3.3	Demonstrate compliance with relevant legislation and official guidance to carry out your work and maintain safe and healthy work relating to the following: • Methods of work. • Safe use, storage and handling of materials, tools and equipment including PPE. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and unfixed materials. • Unloading and distribution. • Identifying adverse weather conditions.
		3.4	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.

3	*Continued*	3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Waste management. • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment.
		3.7	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: • Fires. • Spillages. • Injuries. • Falls. • Rescue procedures. • Occupational activities. • Identification of and reporting of asbestos containing materials.
		3.8	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment including medical assessment. • Manufacturers' technical information material safety data sheet. • Statutory regulations organisational procedures. • Official guidance. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.

4	Select the required quantity and quality of resources for the methods of work to install sheeting and cladding systems to curved and complex roof and wall formations.	4.1	Select resources associated with own work in relation to: • Materials, components and fixings. • Tools and equipment. • Access equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, and limitations associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.
		4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Fixings and fasteners, flashings, fittings, halters, and spacer systems. • Insulation, fire stops, vapour control, separation and breather membranes. • Primers, cleaning agents, sealing tapes, sealants and fillers. • Metal and translucent sheets, built up, standing seam, secret fix, composite panels, decking panels and fibre cement systems. • Rainwater goods. • Hand tools, portable power tools and equipment. • Digital equipment.
		4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.

4	*Continued*	4.6	Describe how to identify any potential hazards associated with the resources and method of work and how they are overcome in relation to: • Risk assessment. • Methods of work. • Manufacturers' technical information. • Methods of work. • Statutory regulations. • Official guidance.
		4.7	Describe the methods of calculating quantity, length, area and wastage associated with the method and procedure to install sheeting and cladding systems on roofs and walls to curved and complex formations.
5	Minimise the risk of damage to the work and surrounding area when installing sheeting and cladding systems to curved and complex roof and wall formations.	5.1	Comply with organisational procedures to minimise the risk of damage to the work and its surrounding area by: • Taking relevant steps to protect the work and its surrounding area from damage. • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clean and tidy work area.
		5.3	Describe how to protect the work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise damage to the existing building fabric.

5	*Continued*	5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Risk assessments. • Method statements. • Manufacturers information. • Statutory regulations. • Official guidance.
6	Complete the work within the planned allocated time when installing sheeting and cladding systems to curved and complex roof and wall formations.	6.1	Demonstrate completion of the work within the planned allocated time in accordance with: • The contract information. • The programme of work. • The needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and planned times. • Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to install sheeting and cladding systems to curved and complex roof and wall formations to the required specification.	7.1	Demonstrate the following work skills when installing sheeting and cladding systems on roofs and walls: • Measure. • Set out. • Position. • Fit. • Line and level. • Secure.
		7.2	Use and maintain: • Hand tools. • Power tools. • Ancillary equipment.

7	*Continued*	7.3	Prepare and install sheeting and cladding systems to complex roof or wall formations for the following to working instructions: • Curved areas. • Complex formations.
		7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to interpret the orientation, complexity and direction of lay of systems. • How to understand quality assurance and the requirements of the inspection and test plan. • How to conform to agreed specification. • How to confirm manufacturers' installation criteria. • How to identify datum, line and level. • How to identify, recognise and work to multiple gridlines and datum marks. • How to prepare and layout materials ready for fitting. • How to plan and load out materials ready for installation. • How to measure, cut, fit, shape and fix flashing materials to complex shapes. • How to install vapour control, separation and breather membranes and insulation. • How to install sheeting and cladding to curved and complex formations. • Form and shape components for intricate, unconventional areas, up-stands, protrusions and penetrations. • Ensure the integrity of joints, overlaps and interface details. • Apply sealants and install fillers to ensure water and airtightness. • Recognise the differences between sheeting and cladding materials for roof and walls.

7	*Continued*	7.4 *Cont.*	• Deal with damaged and incorrect sheeting and cladding materials and resources. • Recognise and determine when additional specialist skills and knowledge are required and report accordingly. • Recognise the differences between sheeting and cladding materials for roof and walls. • Deal with damaged and incorrect sheeting and cladding materials and resources. • Recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use access equipment. • The relevance of an assessment of significance and how to recognise specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to manage and guide the operations and movement of plant and machinery to ensure protection of a safe working environment. • How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when installing sheeting and cladding systems to curved and complex roof and wall formations.

7	*Continued*	7.6	Describe how and when to maintain the tools and equipment used when installing sheeting and cladding systems to curved and complex roof and wall formations.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

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Title:	Installing Sheeting and Cladding Systems to Curved and Complex Roof and Wall Formations in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	220

Title:	Refurbishing or Replacing Sheeting and Cladding on Roofs or Walls in the Workplace			**Level:**	2
Unit Number:	M/652/1009	**TQT:**	220	**GLH:**	100

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when refurbishing or replacing sheeting and cladding on roofs or walls.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Method statements. • Risk assessments. • Schedules. • Manufacturers' information. • Programme. • Setting out line and levels. • Fixing strategy. • Inspection test plans. • Check sheet. • Control Of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why organisational procedures and safe working practices have been developed and how they are implemented.

1	*Continued*	1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection test plan. • Check sheet. • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with the refurbishment or replacement of sheeting and cladding on roofs or walls. • Control Of Substances Hazardous to Health (COSHH) assessment.
		1.5	Describe the range of relevant digital services, tools and systems and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
		1.7	Explain the importance of organisational procedures to solve problems with the information, and why it is important to follow them.

2	Know how to comply with relevant legislation and official guidance when refurbishing or replacing sheeting and cladding on roofs or walls.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working in the workplace in relation to: • Confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment. • Environmental damage. • Pollution.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public. • Materials.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: • Water. • CO_2 • Foam. • Powder.

3	Maintain safe and healthy working practices when refurbishing or replacing sheeting and cladding on roofs or walls.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment. • Environmental damage. • Pollution.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation official guidance and organisational requirements when refurbishing or replacing sheeting and cladding on roofs.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: • Methods of work. • Safe use of health and safety control equipment including PPE. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and materials. • Unloading and distribution. • Identifying adverse weather conditions.

3	*Continued*	3.4	Explain why and when health and safety control equipment, identified by the principles of prevention should be used in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment. • Environmental damage. • Pollution.
		3.7	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related activities.

3	*Continued*	3.8	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment. • Manufacturers' technical information. • Material safety data sheet. • Statutory regulations. • Organisational procedures. • Official guidance. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.
4	Select the required quantity and quality of resources for the methods of work to refurbish or replace sheeting and cladding on roofs or walls.	4.1	Select resources associated with own work in relation to: • Materials, components and fixings. • Tools and equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, and limitations associated with the resources are important and how defects should be rectified.
		4.3	Explain how to confirm the resources and materials conform with the specification and drawings.

4	*Continued*	4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Fixings, fasteners, flashings, fittings, halters, clips and spacer systems. • Insulation, vapour control, separation and breather membranes. • Primers, cleaning agents, sealing tapes sealants and fillers. • Metal and translucent sheets, built-up, standing seam, secret fix, composite panels and fibre cement system. • Hand tools, compact power tools and equipment. • Digital equipment.
		4.5	Explain why the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe methods of calculating the quantity, length, area and wastage associated with the method and procedure to refurbish or replace sheeting and cladding on roofs or walls.
5	Minimise the risk of damage to the work and surrounding area when refurbishing or replacing sheeting and cladding on roofs or walls.	5.1	Comply with organisational procedures to minimise the risk of damage to the work and its surrounding area by: • Taking relevant steps to protect the work and its surrounding area from damage. • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.

5	*Continued*	5.3	Describe how to protect the work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise damage to the existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the planned allocated time when refurbishing or replacing sheeting and cladding on roofs or walls.	6.1	Demonstrate completion of the work within the planned allocated time. in accordance with: • The contract information. • The programme of work. • The needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and planned times. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the contract information to refurbish or replace sheeting and cladding on roofs or walls to the required specification.	7.1	Demonstrate the following work skills when refurbishing or replacing sheeting and cladding on roofs or walls: • Identify. • Check. • Measure. • Mark out. • Cut. • Remove. • Clean. • Replace. • Align. • Position. • Fix. • Seal.
		7.2	Use and maintain: • Hand tools. • Power tools. • Associated equipment.
		7.3	Prepare resources and backgrounds to refurbish, strip and re-sheet or over-clad, sheeting and cladding on roofs or walls to working instructions for at least one of the following systems: • Built-up. • Standing seam. • Secret fix. • Composite panel. • Fibre cement.

7	*Continued*	7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to identify installation quality requirements. • How to conform to agreed specification. • How to confirm manufacturers' installation criteria. • How to identify the criteria for removing and over-cladding materials containing hazardous substances, including non-licenced asbestos. • How to check currency of calibration for levelling equipment. • How to retain the integrity of background surfaces and backing walls. • How to prepare backgrounds and backing walls for replacement (new or recycled) sheeting and cladding systems. • Identify, recognise and work to gridlines and datum marks. • How to prepare existing roof and wall coverings for over-cladding. • How to strip existing roof and wall coverings for re-sheeting. • How to apply cleaning agents and primers. • How to install insulation, sealing tapes, vapour checks and separation membranes. • How to assess the suitability of structures and existing roof coverings to receive replacement materials. • how to layout and align products, adjust fixings, halters, spacers, clips, fittings, sheets and cladding materials. • How to fit and fix replacement materials. • How to form and shape components for up-stands, protrusions and penetrations.

7	*Continued*	7.4 *Cont.*	• How to recognise the differences between sheeting and cladding materials for roofs and walls. • How to check quality and suitability of work on completion and at the end of each working period. • How to recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to work in and around members of the public. • How to install and maintain a safe segregated working area. • How to install and maintain safe access and egress from the working area. • Understanding of and installation of the correct warning signage for members of the public. • How to handle, store and dispose of removed materials and components. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use of access equipment. • Why the safe operations and movement of plant and machinery to ensure the safety and protection of the working environment. • How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when refurbishing or replacing sheeting and cladding on roofs and walls.

7	*Continued*	7.6	Describe how and when to maintain the tools and equipment used when installing rainwater goods on sheeting and cladding on roofs and walls.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Refurbishing or Replacing Sheeting and Cladding on Roofs or Walls in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment'. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	100

Title:	Repairing Sheeting and Cladding Systems on Roofs and Walls in the Workplace			**Level:**	2
Unit Number:	Y/652/1010	**TQT:**	200	**GLH:**	80

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the information relating to the work and resources when repairing sheeting and cladding systems on roofs or walls.	1.1	Interpret and extract relevant information from: • Drawings. • Specifications. • Method statements. • Risk assessments. • Schedules. • Manufacturers' information. • Programme. • Setting out line and levels. • Fixing strategy. • Inspection test plans. • Check sheet. • Control Of Substances Hazardous to Health (COSHH) assessment.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe why organisational procedures and safe working practices have been developed and how they are implemented.

1	*Continued*	1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Programme. • Setting out line and levels. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Fixing strategy. • Inspection and test plan. • Check sheet. • Control Of Substances Hazardous to Health (COSHH). • Oral and written procedures. • Site inductions. • Current legislation and regulations governing buildings. • Official guidance associated with the repair of sheeting and cladding on roofs and walls.
		1.5	Describe the range of relevant digital services, tools and systems and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
		1.7	Explain the importance of organisational procedures to solve problems with the information, and why it is important to follow them.

2	Know how to comply with relevant legislation and official guidance when repairing sheeting and cladding systems on roofs and walls.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working in the workplace in relation to: • Confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public. • Materials.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: • Water. • CO_2. • Foam. • Powder.

3	Maintain safe and healthy working practices when repairing sheeting and cladding systems on roofs and walls.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied to the following, including but not limited to: • Potential accidents. • Health hazards and the environment. • Members of the public. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Movement and storage of materials. • Manual handling. • Mechanical lifting. • Mechanical access equipment.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation, official guidance and organisational requirements when repairing sheeting and cladding systems on roofs and walls.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: • Methods of work. • Safe use of health and safety control equipment including PPE. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health including mental health. • Specific risks associated with asbestos containing materials. • Securing loads and materials. • Unloading and distribution. • Identifying adverse weather conditions.

3	*Continued*	3.4	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.6	Explain how to comply with environmentally responsible work practices to meet current legislation and official guidance when dealing with potential accidents, health hazards and the environment whilst working in the workplace in relation to: • Confined spaces. • Working at height. • Tools and equipment. • Materials and substances. • Movement and storage of materials by manual handling and mechanical lifting. • Mechanical access equipment. • Environmental damage. • Pollution.
		3.7	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: • Fires, spillages, injuries. • Falls. • Rescue procedures. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials. • Damage of existing structure, building or ground.

3	*Continued*	3.8	Describe how to report risks and hazards identified by the following: • Methods of work. • Risk assessment. • Personal risk assessment. • Manufacturers' technical information. • Material safety data sheet. • Statutory regulations organisational procedures. • Official guidance. • Control of Substances Hazardous to Health (COSHH). • Weather conditions. • Work area.
4	Select the required quantity and quality of resources for the methods of work to repair sheeting and cladding systems on roofs and walls.	4.1	Select resources associated with own work in relation to: • Materials, components and fixings. • Tools and equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, and limitations associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.

4	*Continued*	4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • Fixings, fasteners, flashings, fittings, halters and spacer system. • Insulation, vapour control, separation and breather membranes. • Primers, cleaning agents, sealing tapes, sealants and fillers. • Metal and translucent sheets, built-up, standing seam, secret fix, composite panels, rainscreen cladding panels, decking panels and fibre cement systems. • Rainwater goods. • Hand tools, portable power tools and equipment. • Digital equipment.
		4.5	Explain why the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length, area and wastage associated with the method and procedure to repair sheeting and cladding systems on roofs and walls.
5	Minimise the risk of damage to the work and surrounding area when repairing sheeting and cladding systems on roofs and walls.	5.1	Comply with organisational procedures to minimise the risk of damage to the work and its surrounding area by: • Taking relevant steps to protect the work and its surrounding area from damage. • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.

5	*Continued*	5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect the work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise damage to the existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: • Environmental responsibilities. • Legal responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the planned allocated time when refurbishing or replacing sheeting and cladding on roofs and walls.	6.1	Demonstrate completion of the work within the planned allocated time. in accordance with: • The contract information. • The programme of work. • The needs of other occupations.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and planned times. • Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to repair sheeting and cladding systems on roofs and walls to the required specification.	7.1	Demonstrate the following work skills when repairing sheeting and cladding systems on roofs and walls: • Remove. • Replace. • Renew. • Repair.

7	*Continued*	7.2	Use and maintain: • Hand tools. • Power tools. • Associated equipment.
		7.3	Identify and repair defects in sheeting and cladding systems to working instructions: • Leaks. • Condensation. • Damaged sheets and components. • Minor surface coating defects. • Damaged or missing flashings.
		7.4	Describe how the methods of work to meet the specification, are carried out and how problems are identified and reported by the application of knowledge for safe, healthy and environmental work practices, procedures and skills relating to the method and area of work: • How to identify installation quality requirements. • How to conform to agreed specification. • How to confirm manufacturers' repair and installation criteria. • How to identify defects including: leaks, condensation, damaged sheets and components, surface coating defects, damaged and missing flashings. • How to remove and recover defective materials. • How to carry out repairs to sheet components. • How to remove and replace damaged, missing and incorrect sheeting and cladding materials, components, fittings, fixings and flashings. • How to identify and match existing products. • How to identify the source of leaks and condensation.

7	*Continued*	7.4 *Cont.*	• How to deal with and prevent water leaks and condensation. • How to inspect, test, repair and replace rainwater goods. • How to identify and ensure the integrity of joints and overlaps. • How to treat surface coating defects. • How to apply sealants and fillers to ensure water and airtightness. • How to install and replace insulation, breather membranes and vapour control layers. • How to recognise the differences between sheeting and cladding materials for roofs and walls. • How to check quality and suitability of work on completion and at the end of each working period. • How to recognise and determine when additional specialist skills and knowledge are required and report accordingly. • How to work from mobile elevating work platforms. • How to work with, around and in close proximity to plant and machinery. • How to work in and around members of the public. • How to install and maintain a safe segregated working area. • How to install and maintain safe access and egress from the working area. • Understanding of and installation of the correct warning signage for members of the public. • How to use hand tools, portable power tools and equipment. • How to work at height. • How to use of access equipment.

7	*Continued*	7.4 *Cont.*	• Why the safe operations and movement of plant and machinery to ensure the safety and protection of the working environment. • How and why operative care and maintenance of all work and power tools and equipment is carried out.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when repairing sheeting and cladding systems on roofs and walls.
		7.6	Describe how and when to maintain the tools and equipment used when repairing sheeting and cladding systems on roofs and walls.
		7.7	Explain the importance of teamwork and communication, and organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Repairing Sheeting and Cladding Systems on Roofs And Walls In The Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment'. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	80

Title:	Installing Solar Collectors to Roofs in the Workplace			Level:	2
Unit Number:	H/615/2186	TQT:	60	GLH:	20

Learning Outcomes *The learner will be able to:*		Assessment Criteria *The learner can:*	
1	Interpret the given information relating to the work and resources when installing solar collectors to roofs.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information • Regulations governing buildings.

2	Know how to comply with relevant legislation and official guidance when installing solar collectors to roofs.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when installing solar collectors to roofs.	3.1	Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs.
		3.2	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.3	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
		3.4	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

4	Select the required quantity and quality of resources for the methods of work to install solar collectors to roofs.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Solar collector installation kits. • Hand and/or powered tools and equipment.
		4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and method of work.
		4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install solar collectors to roofs.
5	Minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Minimise damage and maintain a clean work space.
		5.3	Dispose of waste in accordance with legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.

5	*Continued*	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when installing solar collectors to roofs.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given contract information to installing solar collectors to roofs to the required specification.	7.1	Demonstrate the following work skills when installing solar collectors to roofs: • Removing. • Measuring. • Marking out. • Cutting. • Fitting. • Fixing. • Positioning. • Securing. • Replacing.
		7.2	Prepare for and install solar collectors to roof to given working instructions for one of the following: • Integrated photo voltaic. • Mounted photo voltaic. • Integrated solar thermal. • Mounted solar thermal.
		7.3	Reinstate roof coverings to given working instructions.
		7.4	Safely use and handle materials.

7	*Continued*	7.5	Safely use hand tools, portable power tools and ancillary equipment.
		7.6	Safely store the materials, tools and equipment used when installing solar collectors to roofs.
		7.7	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Assess the installation area. • Check the direction the roof is facing. • Remove or leave out waterproofing elements. • Mark out for installation using given templates or dimensions. • Prepare and weatherproof penetrations. • Fix additional supports. • Secure fixtures, fittings and collector.
		7.8	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Reinstate roof covering including flashings. • Install solar panels during construction and as retrofit to existing buildings. • Use hand tools, power tools and equipment. • Work at height. • Use access equipment.
		7.9	Describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs.
		7.10	Describe how to maintain the tools and equipment used when installing solar collectors to roofs.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Installing Solar Collectors to Roofs in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	20

Title:	Preparing and Operating Ergonomic Manipulating Machines to Lift and Transfer Loads in the Workplace			**Level:**	2
Unit Number:	K/506/4617	**TQT:**	110	**GLH:**	37

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and use of ergonomic manipulating machines to lift, transfer and place loads.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, risk assessments and manufacturers' information.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Current regulations governing the operation of ergonomic manipulating machines to lift and transfer loads.

2	Organise with others the sequence and operation in which lifting operations using ergonomic manipulating machines are to be carried out.	2.1	Organise the work according to given information or instructions.
		2.2	Describe how to communicate ideas between team members.
		2.3	Organise and communicate with team members and other associated occupations.
		2.4	Describe how to organise resources prior to and during lifting operations with ergonomic manipulating machines.
3	Know how to comply with relevant legislation and official guidance when lifting and transferring loads using ergonomic manipulating machines.	3.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials by manual handling and mechanical lifting.
		3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		3.3	Explain what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe and healthy working practices when preparing for and carrying out lifting operations using ergonomic manipulating machines.	4.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements during lifting operations.

4	*Continued*	4.2	Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using ergonomic manipulating machines in relation to two or more of the following: • Safe use and storage of plant or machinery. • Safe use and storage of tools and equipment. • Safe use and storage of lifting accessories • Specific risks to health.
		4.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to ergonomic manipulating machine use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		4.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		4.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
5	Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using ergonomic manipulating machines.	5.1	Request and select resources associated with ergonomic manipulating machines in relation to consumables, materials, tools, ancillary equipment and/or accessories.

5	*Continued*	5.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Consumables, lubricants and fuels. • Attachments and lifting accessories. • Hand tools, ancillary equipment and accessories.
		5.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		5.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		5.5	Describe any potential hazards associated with the resources and methods of work.
		5.6	Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out lifting operations with ergonomic manipulating machines.
6	Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		6.2	Prevent damage and maintain a clean work space.
		6.3	Dispose of waste in accordance with current legislation.
		6.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

7	Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to lift, transfer and place loads using ergonomic manipulating machines to the required specification.	8.1	Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines: • Checking. • Adjusting. • Communicating. • Operating. • Manoeuvring. • Positioning. • Lifting. • Transferring. • Setting down.
		8.2	Use and maintain hand tools, ancillary equipment and/or accessories.
		8.3	Prepare, set up and operate ergonomic manipulating machines to lift, transfer and place a variety of loads to given working instructions.
		8.4	Shut down and secure ergonomic manipulating machines.

8	*Continued*	8.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Identify the characteristics of the ergonomic manipulating machine for the lifting and transferring operation. • Identify valid certification for maintenance, inspection and thorough examination. • Lift and transfer people. • Carry out function checks for lifting and transferring loads. • Prepare, set up and reconfigure for various loads and locations. • Carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area. • Identify characteristics, type, weight and position of loads for lifting and transferring. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Secure and balance loads for lifting. • Lift, remove and transfer loads. • Position, place and set down loads. • Confirm load stability, security and release. • Attach and remove guide ropes and aids. • Be on the public highway. • Shut down and secure the ergonomic manipulating machine. • Use hand tools and ancillary equipment. • Use, handle and store lifting accessories.
		8.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
		8.7	Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Additional Assessment Information

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Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Preparing and Operating Ergonomic Manipulating Machines to Lift and Transfer Loads in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	37
Assessment hours	10

Title:	Preparing and Operating Scissor-Type Mobile Elevating Work Platforms (MEWP) in the Workplace			Level:	2
Unit Number:	Y/651/1789	**TQT:**	120	**GLH:**	40

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Current regulations governing the operation of plant and machinery used as work platforms.

2	Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1	Organise the work according to given information or instructions.
		2.2	Describe how to communicate ideas between team members.
		2.3	Organise and communicate with team members and other associated occupations.
		2.4	Describe how to organise resources prior to and during accessing operations.
3	Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.	3.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials by manual handling and mechanical lifting.
		3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		3.3	Explain what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.	4.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.

4	*Continued*	4.2	Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs in relation to two or more of the following: • Safe use and storage of plant or machinery. • Safe use and storage of tools and equipment. • Specific risks to health.
		4.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		4.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		4.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5	Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.	5.1	Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.

5	*Continued*	5.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Consumables, lubricants and fuels. • Attachments and accessing aids. • Hand tools, ancillary equipment and accessories.
		5.3	Describe how the resources should be used correctly, how problems associated with the resources are reported.
		5.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		5.5	Describe any potential hazards associated with the resources and methods of work.
		5.6	Describe how to identify weight, quantity, length and area associated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.
6	Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		6.2	Prevent damage and maintain a clean work space.
		6.3	Dispose of waste in accordance with current legislation.
		6.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

7	Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: • Checking. • Setting up. • Adjusting. • Communicating. • Manoeuvring. • Positioning. • Accessing. • Setting down.
		8.2	Use and maintain hand tools, ancillary equipment and/or accessories.
		8.3	Prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions.
		8.4	Shut down and secure scissor-type MEWPs.

8	*Continued*	8.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Identify the characteristics of the scissor-type MEWP used for accessing work. • Identify valid certification for maintenance, inspection and thorough examination. • Carry out function checks for accessing operation. • Prepare, set up and adjust for operational requirements. • Carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area. • Identify and remain aware of the area of operation to include potential entrapment situations. • Use fall prevention equipment. • Check to avoid damage to structures and utilities service apparatus. • Position and secure MEWP for accessing operations. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Operate, manoeuvre, position, set down and secure. • Operate and travel on the public highway. • Shut down and secure the MEWP. • Use hand tools, ancillary equipment and accessories.
		8.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
		8.7	Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
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- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Preparing and Operating Scissor-Type Mobile Elevating Work Platforms (MEWP) in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40

Title:	Preparing and Operating Boom-Type Mobile Elevating Work Platforms (MEWP) in the Workplace			**Level:**	2
Unit Number:	R/651/2271	**TQT:**	140	**GLH:**	47

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and using boom-type MEWPs to access areas to carry out the work.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Current regulations governing the operation of plant and machinery used as work platforms.

2	Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1	Organise the work according to given information or instructions.
		2.2	Describe how to communicate ideas between team members.
		2.3	Organise and communicate with team members and other associated occupations.
		2.4	Describe how to organise resources prior to and during accessing operations.
3	Know how to comply with relevant legislation and official guidance when carrying out accessing operations using boom-type MEWPs.	3.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials by manual handling and mechanical lifting.
		3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		3.3	Explain what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe and healthy working practices when preparing for and carrying out accessing operations using boom-type MEWPs.	4.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.

4	*Continued*	4.2	Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using boom-type MEWPs in relation to two or more of the following: • Safe use and storage of plant or machinery. • Safe use and storage of tools and equipment. • Specific risks to health.
		4.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		4.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		4.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5	Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	5.1	Request and select resources associated with boom-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.

5	*Continued*	5.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Consumables, lubricants and fuels. • Attachments and accessing aids. • Hand tools, ancillary equipment and accessories.
		5.3	Describe how the resources should be used correctly, how problems associated with the resources are reported.
		5.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		5.5	Describe any potential hazards associated with the resources and methods of work.
		5.6	Describe how to identify weight, quantity, length and area associated with the method/procedures to operate boom-type mobile elevating work platforms used for accessing operations.
6	Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		6.2	Prevent damage and maintain a clean work space.
		6.3	Dispose of waste in accordance with current legislation.
		6.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.

6	*Continued*	6.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
7	Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to access areas to carry out work using boom-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: • Checking. • Setting up. • Adjusting. • Communicating. • Manoeuvring. • Positioning. • Accessing. • Setting down.
		8.2	Use and maintain hand tools, ancillary equipment and/or accessories.
		8.3	Prepare for, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions.
		8.4	Shut down and secure boom-type MEWPs.

8	*Continued*	8.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Identify the characteristics of the boom-type MEWP used for accessing work. • Identify valid certification for maintenance, inspection and thorough examination. • Carry out function checks for accessing operation. • Prepare, set up and adjust for operational requirements. • Carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area. • Identify and remain aware of the area of operation to include potential entrapment situations. • Use fall prevention equipment. • Check to avoid damage to structures and utilities service apparatus. • Position and secure MEWP for accessing operations. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Operate, manoeuvre, position, set down and secure. • Operate and travel on the public highway. • Shut down and secure the MEWP. • Use hand tools, ancillary equipment and accessories.
		8.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
		8.7	Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Additional Assessment Information

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Preparing and Operating Boom-Type Mobile Elevating Work Platforms (MEWP) in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	47

Title:	Preparing and Operating Mast Climber-Type Mobile Elevating Work Platforms (MEWP) in the Workplace			**Level:**	2
Unit Number:	D/651/2275	**TQT:**	120	**GLH:**	40

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and using mast climber-type MEWPs to access areas to carry out the work.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Current regulations governing the operation of plant and machinery used as work platforms.

2	Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.	2.1	Organise the work according to given information or instructions.
		2.2	Describe how to communicate ideas between team members.
		2.3	Organise and communicate with team members and other associated occupations.
		2.4	Describe how to organise resources prior to and during accessing operations.
3	Know how to comply with relevant legislation and official guidance when carrying out accessing operations using mast climber-type MEWPs.	3.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials and by manual handling and mechanical lifting.
		3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		3.3	Explain what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe and healthy working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.	4.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.

4	*Continued*	4.2	Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using mast climber-type MEWPs in relation to two or more of the following: • Safe use and storage of plant or machinery. • Safe use and storage of tools and equipment. • Specific risks to health.
		4.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • local exhaust ventilation (LEV).
		4.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		4.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5	Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.	5.1	Request and select resources associated with mast climber-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.

5	*Continued*	5.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Consumables, lubricants and fuels. • Attachments and accessing aids. • Hand tools, ancillary equipment and accessories.
		5.3	Describe how the resources should be used correctly, how problems associated with the resources are reported.
		5.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		5.5	Describe any potential hazards associated with the resources and methods of work.
		5.6	Describe how to identify weight, quantity, length and area associated with the method/procedures to operate mast climber-type mobile elevating work platforms used for accessing operations.
6	Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		6.2	Prevent damage and maintain a clean work space.
		6.3	Dispose of waste in accordance with current legislation.
		6.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

7	Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to access areas to carry out work using mast climber-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: • Checking. • Setting up. • Adjusting. • Communicating. • Manoeuvring. • Positioning. • Accessing. • Setting down.
		8.2	Use and maintain hand tools, ancillary equipment and/or accessories.
		8.3	Prepare for, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions.
		8.4	Shut down and secure mast climber-type MEWPs.

8	*Continued*	8.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Identify the characteristics of the mast climber-type MEWP used for accessing work. • Identify valid certification for maintenance, inspection and thorough examination. • carry out function checks for accessing operation. • Prepare, set up and adjust for operational requirements. • Carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area. • Identify and remain aware of the area of operation to include potential entrapment situations. • Use fall prevention equipment. • Check to avoid damage to structures and utilities service apparatus. • Position and secure MEWP for accessing operations. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Operate, manoeuvre, position, set down and secure. • Operate and travel on the public highway. • Shut down and secure the MEWP. • Use hand tools, ancillary equipment and accessories.
		8.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
		8.7	Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Additional Assessment Information

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Title:	Preparing and Operating Mast Climber-Type Mobile Elevating Work Platforms (MEWP) in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40

Title:	Setting Out Secondary Dimensional Work Control in the Workplace			**Level:**	2
Unit Number:	K/508/6536	**TQT:**	70	**GLH:**	23

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to setting out dimensional control of the work.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and reference points.
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.
		1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Method statements. • Risk assessments. • Manufacturers' information. • Reference points. • Current regulations governing buildings and construction work.

2	Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement/storage of materials and by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe and healthy working practices when setting out dimensional control of the work.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during setting out dimensional control of the work.
		3.2	Demonstrate compliance with given information and relevant legislation when setting out dimensional control of the work in relation to two or more of the following: • Safe use of access equipment/working platforms. • Safe handling of materials. • Safe use and storage of materials, tools and equipment. • Specific risks to health.

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting out dimensional control of the work, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources to set out dimensional control of the work.	4.1	Select resources associated with the work in relation to measuring tools and instruments, marking materials/components, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Measuring tools and instruments. • Marking equipment. • Level and alignment tools.
		4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.

4	*Continued*	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and methods of work.
		4.6	Describe how to identify quantity of resources associated with the method/procedure to set out for secondary dimensional work control.
5	Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Prevent damage and maintain a clean work area.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when setting out dimensional control of the work.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to set out dimensional control of the work to the required specification.	7.1	Demonstrate the following work skills when setting out dimensional control of the work: • Transferring. • Transposing. • Levelling. • Measuring. • Marking. • Positioning. • Fixing. • Securing.
		7.2	Use and maintain hand tools, measuring and marking equipment.
		7.3	Set out secondary dimensional control for the work to given working instructions for three or more of the following: • Line. • Level. • Depth. • Area. • Height. • Angle.
		7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Measure and set out secondary dimensional control for the work. • Measure, align and level to dimensional control requirements. • Transfer and set out lines, angles and levels to dimensional control requirements. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Use hand tools, measuring and marking equipment. • Work at height. • Use access equipment.

7	*Continued*	7.5	Describe how to calculate height, depth, angle, length and area associated with the method/procedure to set out secondary dimensional work control.
		7.6	Describe the needs of other occupations and how to effectively communicate within a team when setting out dimensional control of the work.
		7.7	Describe how to maintain the hand tools, measuring, marking and ancillary and equipment used to set out dimensional control of the work.

Additional Assessment Information

Where an assessment criteria is **knowledge based.** This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based.** This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Setting Out Secondary Dimensional Work Control in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	23

Appendix One – Command Verb Definitions

The table below explains what is expected from each **command verb** used in an assessment objective. Not all verbs are used in this specification

Apply	Use existing knowledge or skills in a new or different context.
Analyse	Break a larger subject into smaller parts, examine them in detail and show how these parts are related to each other. This may be supported by reference to current research or theories.
Classify	Organise information according to specific criteria.
Compare	Examine subjects in detail, giving the similarities and differences.
Critically Compare	As with compare, but extended to include pros and cons of the subject. There may or may not be a conclusion or recommendation as appropriate.
Describe	Provide detailed, factual information about a subject.
Discuss	Give a detailed account of a subject, including a range of contrasting views and opinions.
Explain	As with describe, but extended to include causation and reasoning.
Identify	Select or ascertain appropriate information and details from a broader range of information or data.
Interpret	Use information or data to clarify or explain something.
Produce	Make or create something.
State	Give short, factual information about something.
Specify	State a fact or requirement clearly and in precise detail.

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