Level 2 NVQ Certificate in Specialist Installation Occupations (Construction)

Qualification Specification

Contents

Introduction

The ProQual Level 2 NVQ Certificate in Specialist Installation Occupations (Construction) qualification provides a nationally recognised qualification for those working in the construction and the built environment sector working across a broad range of areas. They are designed to assess occupational competence in the workplace where candidates are required to demonstrate skills and knowledge to a level required in the construction industry. There are 6 specialist pathways available:

Pathway 1: Roof Lining Systems
Pathway 2: Joint Sealant Application
Pathway 3: Point of Purchase
Pathway 4: Industrial Storage Systems – Maintenance and Repair
Pathway 5: Industrial Storage Systems - Inspection
Pathway 6: Loading Bay Equipment – Installation or Maintenance
Pathway 13 – Blinds and Solar Shading Systems – Installation and Maintenance

The awarding body for this qualification is ProQual Awarding Body (www.proqualab.com) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual); It is also endorsed by the sector body for construction - CITB.

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications.

Qualification Profile
Level 2 NVQ Certificate in Specialist Installation Occupations (Construction)

Qualification title	**ProQual Level 2 NVQ Certificate in Specialist Installation Occupations (Construction)**
Ofqual qualification number	603/0306/2
Level	2
Guided learning hours	67
Total qualification time	240 hours
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	22/8/16
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete the three Mandatory units for all of the Pathways plus the required Mandatory/Optional Units from one of the Pathways.

CITB references and credit values are provided in this document for information only.

Mandatory units for all Pathways (this information is also included in the Pathway details from page 5).

Mandatory Units for all Pathways			***CITB references provided for information only***
Unit Ref.	**Title**	**Level**	*CITB Internal Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*641*
T/508/6538	Conforming to productive working practices in the workplace	2	*642*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*643*

Pathways

There are 6 Pathways, the Mandatory and Optional requirements for each are listed below.

Pathway 1 : Roof Lining Systems

Candidates must complete 3 Mandatory units, plus 2 Optional units.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
Optional Units – TWO units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
L/615/1601	Removing and repairing eaves and verge finishings in the workplace	2	*16*	*228*	*D/600/7177*
R/615/1602	Installing eaves, verge and rainwater systems in the workplace	2	*12*	*229*	*H/600/7181*
D/615/1604	Preparing rainwater systems resources in the workplace	2	*11*	*230*	*T/600/7184*
K/615/1606	Repairing rainwater systems in the workplace	2	*11*	*231*	*J/600/7190*

Pathway 2 : Joint Sealant Application

Candidates must complete 6 Mandatory units.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
T/615/1608	Applying sealants to structural fabric in the workplace	2	*8*	*243*	*K/600/7215*
A/615/1609	Erecting and dismantling access/working platforms in the workplace	2	*8*	*250*	*D/600/8281*
T/615/1611	Establishing work area protection and safety in the workplace	2	*10*	*360v2*	*T/503/9560*

Pathway 3 : Point of Purchase

Candidates must complete 3 Mandatory units plus 2 Optional units.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
Optional Units – TWO units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
A/615/1612	Installing internal display systems in the workplace	2	*8*	*267*	*F/600/7222*
J/615/1614	Installing display signs in the workplace	2	*9*	*268*	*L/600/7224*
L/615/1615	Installing graphic displays in the workplace	2	*12*	*269*	*D/600/7227*

Pathway 4 : Industrial Storage Systems – Maintenance and Repair

Candidates must complete 4 Mandatory units.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
R/615/1616	Maintaining and repairing industrial storage systems in the workplace	2	*12*	*506*	*J/600/7237*

Pathway 5 : Industrial Storage Systems - Inspection

Candidates must complete 4 Mandatory units.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
F/615/1627	Inspecting industrial storage systems	2	*10*	*507*	*L/600/7241*

Pathway 6 : Loading Bay Equipment

Candidates must complete 3 Mandatory units, plus 1 Optional unit.

Mandatory Units			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	*2*	*641*	*A/503/1170*
T/508/6538	Conforming to productive working practices in the workplace	2	*3*	*642*	*J/503/1169*
Y/508/6533	Moving, handling and storing resources in the workplace	2	*5*	*643*	*F/503/1171*
Optional Units – ONE unit			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
Y/615/1634	Installing loading bay equipment in the workplace	2	*14*	*683*	*L/504/9334*
K/615/1640	Servicing and maintaining loading bay equipment in the workplace	2	*14*	*684*	*Y/504/9336*

Pathway 13 : Blinds and Solar Shading Systems – Installation and Maintenance

Candidates must complete the 3 Mandatory units, plus 2 Optional units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
Optional Units – complete TWO units		
Unit Ref.	**Title**	**Level**
D/650/2690	Installing internal blinds, screens or solar shading in the workplace *<u>Unit Endorsements</u>* ***Three** of the following endorsements required:* *Standard internal blind (roller, venetian, vertical or panel)* *Cassetted blind (screen, blackout or insect screen)* *Drapery (roman, austrian or festoon blinds)* *Conservatory and rooflight blinds (pleated, pinoleum or nonretractable)* *Solar shading system* *Solar powered window covering system* *Motorised system* *Plantation shutter* *Smoke curtain* *Tracks (poles, curtain and anti-ligature systems)*	2
F/650/2691	Installing external blinds, screens or solar shading systems in the workplace *<u>Unit Endorsements</u>* ***Three** of the following endorsements required:* *Awning and canopy* *Shop blind* *External blind (roller or venetian)* *Fixed shade* *Solar shading* *Solar powered external shading* *Motorised* *Brise soleil* *Louvre arrays (fixed, damping, acoustic)*	2
H/650/2692	Servicing and maintaining blinds, screens or solar shading systems in the workplace *<u>Unit Endorsements</u>* ***One** of the following endorsements required:* *Internal* *External* *Motorised or automated*	2

Additional Units

Additional Units – Pathway 2			*CITB references and credit values provided for information only*		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
M/508/6490	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	2	*18*	*387Hv2*	*F/506/4607*
T/508/6491	Preparing and operating forklift trucks to lift and transfer loads in the workplace	2	*16*	*387Jv2*	*J/506/4608*
A/508/6492	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace	2	*16*	*387Kv2*	*L/506/7851*
F/508/6493	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	2	*25*	*387Lv2*	*F/506/4610*
D/508/6484	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace	2	*30*	*387Qv2*	*R/506/4613*
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Av3*	*K/506/4648*
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	2	*14*	*392Bv3*	*M/506/4649*
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Cv3*	*H/506/4650*

Additional Units – Pathway 3			*CITB references and credit values provided for information only*		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
A/615/1609	Erecting and dismantling access/working platforms in the workplace	2	*8*	*250*	*D/600/8281*

Additional Units – Pathways 4 and 5			*CITB references and credit values provided for information only*		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
A/615/1609	Erecting and dismantling access/working platforms in the workplace	2	*8*	*250*	*D/600/8281*
M/508/6490	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	2	*18*	*387Hv2*	*F/506/4607*
T/508/6491	Preparing and operating forklift trucks to lift and transfer loads in the workplace	2	*16*	*387Jv2*	*J/506/4608*
A/508/6492	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace	2	*16*	*387Kv2*	*L/506/7851*
F/508/6493	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	2	*25*	*387Lv2*	*F/506/4610*
D/508/6484	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace	2	*30*	*387Qv2*	*R/506/4613*
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Av3*	*K/506/4648*
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	2	*14*	*392Bv3*	*M/506/4649*
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Cv3*	*H/506/4650*
A/508/6587	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	2	*7*	*400v2*	*F/506/4672*

Additional Units – Pathway 6			***CITB references and credit values provided for information only***		
Unit Ref.	**Title**	**Level**	*Credit Value*	*CITB Internal Unit Ref.*	*CITB RITS Unit Ref.*
A/615/1609	Erecting and dismantling access/working platforms in the workplace	2	*8*	*250*	*D/600/8281*
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Av3*	*K/506/4648*
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	2	*14*	*392Bv3*	*M/506/4649*
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	2	*12*	*392Cv3*	*H/506/4650*
A/508/6525	Slinging and hand signalling the movement of suspended loads in the workplace	2	*10*	*402Av1*	*R/506/3929*
A/615/1657	Installing door, blind or shutter wiring systems in the workplace	2	*12*	*503v2*	*D/504/9340*
J/615/1645	Using manual metal arc welding equipment	1	*10*	*PE01 15*	*J/504/6366*
R/615/1650	Using semi-automatic MIG or MAG welding equipment	1	*10*	*PE01 17*	*Y/504/6369*

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff
Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance
Assessors for each 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.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

Support for Candidates

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

Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS for the construction sector developed by CITB.

Assessment

This qualification is competence-based, 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.

The qualifications must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment, and it must be internally assessed by an appropriately experienced and qualified assessor.

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

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 15.

Additional information for assessment and requirements for unit **endorsements** where relevant is included after all of the learning outcomes and assessment criteria for each unit.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

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.

Results Enquiries and Appeals

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

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 2 NVQ Certificate in Specialist Installation 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 certificates.

Unit M/508/6537
Conforming to general health, safety and welfare in the workplace

Learning Outcome - The learner will:	Assessment Criterion - 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. 1.6 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.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
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. 3.4 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. 4.3 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.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Unit T/508/6538
Conforming to productive working practices in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
	1.2 Describe the different methods of communicating with line management, colleagues and customers.
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.
2 Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: – using resources for own and other's work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions.
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.
3 Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: – job cards – worksheets – material/resource lists – time sheets.
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales.
4 Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
	4.3 Describe how to maintain good working relationships, in relation to: – individuals – customer and operative – operative and line management – own and other occupations.
	4.4 Describe why it is important to work effectively with line management, colleagues and customers.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.5 Describe how working relationships could have an effect on productive working.
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others

Unit Y/508/6533
Moving, handling and storing resources in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation. 1.2 Interpret the given information relating to the use and storage of lifting aids and equipment. 1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted. 1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 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 the reports. 2.4 State the appropriate types of fire extinguishers relevant to the work. 2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.
3 Maintain safe working practices when moving, handling and/or storing resources.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources. 3.2 Use lifting aids safely as appropriate to the work. 3.3 Protect the environment in accordance with safe working practices as appropriate to the work. 3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the 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).

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	3.6 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 move, handle and/or store occupational resources.	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: – lifting and handling aids – container(s) – fixing, holding and securing systems.
	4.3 Describe how the resources should be handled and how any 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 methods of work.
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Dispose of waste and packaging in accordance with legislation.
	5.3 Maintain a clean work space when moving, handling or storing resources.
	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 moving, handling and/or storing resources.	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: – progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given occupational resource information to move, handle	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: – moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
and/or store resources to the required guidance.	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: – sheet material – loose material – bagged or wrapped material – ragile material – tools and equipment – components – liquids. 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources. 7.4 Describe the needs of other occupations when moving, handling and/or storing resources.

Unit L/615/1601
Removing and repairing eaves and verge finishings in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when removing and repairing eaves and verge finishings.	1.1 Interpret and extract information from drawings, scales, specifications, schedules and manufacturers' information. 1.2 Comply with information and/or instructions derived from risk assessments and method statement. 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, scales, specifications, schedules, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when removing and repairing eaves and verge finishings.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting – near telephone lines and overhead power supplies. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when removing and repairing eaves and verge finishings.	3.1 Use personal protective equipment (PPE), access equipment and handle asbestos cement materials (as applicable) safely to carry out the activity, in accordance with legislation and organisational requirements when removing and repairing eaves and verge finishings. 3.2 Explain why and when personal protective equipment (PPE) should be used, relating to removing and repairing eaves and verge finishings, and the types, purpose and limitations of each type. 3.3 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 remove and repair eaves and verge finishings.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – timber, tiles and slates, sarking, fixings, fittings, sand and cement – hand and/or powered tools and equipment. 4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.4 Outline potential hazards associated with the resources and method of work, with particular emphasis on asbestos cement materials.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to remove and repair eaves and verge finishings.
5 Minimise the risk of damage to the work and surrounding area when removing and repairing eaves and verge finishings.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when removing and repairing eaves and verge finishings.	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 remove and repair eaves and verge finishings to the required specification.	7.1 Demonstrate the following work skills when removing and repairing eaves and verge finishings: – measuring, marking out, removing, replacing, fitting, positioning and securing.
	7.2 Remove to contractor's working instructions: – gutters and pipework, fascias, bargeboards, soffits – tiles/slates, battens, sarking.
	7.3 Repair/replace to contractor's working instructions: – rafters and/or joist feet – tile battens, sarking, tiles and slates – application of appropriate timber preservative – roof pointing to verges.
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – remove existing gutters, fascias, snow guards, leaf traps, bargeboards, soffits, tiles and slates, asbestos cement materials – repair feet of existing rafters and/or joists – replace sarking and battens – locate and remove telephone lines and overhead power supplies in accordance with organisational policy – assess expansion and contraction across products – assess compatibility across manufacturer's products – use hand tools, power tools and equipment – use access equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.5 Safely use and store hand tools, portable power tools and ancillary equipment. 7.6 State the needs of other occupations and how to communicate within a team when removing and repairing eaves and verge finishings. 7.7 Describe how to maintain the tools and equipment used when removing and repairing eaves and verge finishings.

Unit R/615/1602
Installing eaves, verge and rainwater systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing eaves, verge and rainwater systems.	1.1 Interpret and extract information from drawings, scales, specifications, schedules and manufacturers' information. 1.2 Comply with information and/or instructions derived from risk assessments and method statement. 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, scales, specifications, schedules, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing eaves, verge and rainwater systems.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting – near telephone lines and overhead power supplies. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing eaves, verge and rainwater systems.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing eaves, verge and rainwater systems. 3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing eaves, verge and rainwater systems, and the types, purpose and limitations of each type. 3.3 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 eaves, verge and rainwater systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – fascias, bargeboards, soffits, guttering, snow guards, leaf traps, tiles, slates, fixings, fittings, adhesives, sealants – hand and/or powered tools and equipment. 4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install eaves, verge and rainwater systems.
5 Minimise the risk of damage to the work and surrounding area when installing eaves, verge and rainwater systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing eaves, verge and rainwater systems.	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 install eaves, verge and rainwater systems to the required specification.	7.1 Demonstrate the following work skills when installing eaves, verge and rainwater systems: – measuring, marking out, fitting, positioning and securing.
	7.2 Install to contractor's working instructions: – proprietary fascias, bargeboard and soffit systems – proprietary guttering and downpipes, and associated fittings.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – install proprietary fascias, bargeboards, snow guards, leaf traps, soffits, guttering and downpipes – replace existing tiles/slates – replace telephone lines and overhead power supplies in accordance with organisational policy – assess expansion and contraction across products – assess compatibility across manufacturer's products – use hand tools, power tools and equipment – use access equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.5 State the needs of other occupations and how to communicate within a team when installing eaves, verge and rainwater systems.
	7.6 Describe how to maintain the tools and equipment used when installing eaves, verge and rainwater systems.

Unit D/615/1604
Preparing rainwater systems resources in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when preparing rainwater systems resources.	1.1 Interpret and extract information from drawings, scales, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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, scales, specifications, schedules, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when preparing rainwater systems resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting – near telephone lines and overhead power supplies.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when preparing rainwater systems resources.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing rainwater systems resources.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to preparing rainwater systems resources, and the types, purpose and limitations of each type.
	3.3 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 prepare rainwater systems resources.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – aluminium coil – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare rainwater systems resources.
5 Minimise the risk of damage to the work and surrounding area when preparing rainwater systems resources.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when preparing rainwater systems resources.	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 prepare rainwater systems resources to the required specification.	7.1 Demonstrate the following work skills when preparing rainwater systems resources: – measuring, marking out, cutting fit and securing.
	7.2 Profile aluminium coil to contractor's working instructions relating to: – gutters and stop ends – forming downpipe holes – forming bends.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – profile aluminium coil into gutters and stop ends – form holes for downpipes – form bends – assess expansion and contraction across products – assess compatibility across manufacturer's products – use hand tools, power tools and equipment – use access equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.
	7.5 State the needs of other occupations and how to communicate within a team when preparing rainwater systems resources.
	7.6 Describe how to maintain the tools and equipment used when preparing rainwater systems resources.

Unit K/615/1606
Repairing rainwater systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when repairing rainwater systems.	1.1 Interpret and extract information from drawings, scales, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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, scales, specifications, schedules, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when repairing rainwater systems.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting – near telephone lines and overhead power supplies.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when repairing rainwater systems.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when repairing rainwater systems.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to repairing rainwater systems, and the types, purpose and limitations of each type.
	3.3 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 repair rainwater systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – polymer liners, sarking, cappings, corner inserts, boundary dividers, sealants, fixings – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to repair rainwater systems.
5 Minimise the risk of damage to the work and surrounding area when repairing rainwater systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when repairing rainwater systems.	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 repair rainwater systems to the required specification.	7.1 Demonstrate the following work skills when repairing rainwater systems: – measuring, marking out, cutting and profiling.
	7.2 Repair existing concrete gutters with polymer liners to contractor's working instructions.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – re-line concrete gutters with polymer liners and corner inserts – seal downpipe outlets – replace sarking – assess expansion and contraction across products – assess compatibility across manufacturer's products – use hand tools, power tools and equipment – use access equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.
	7.5 State the needs of other occupations and how to communicate within a team when repairing rainwater systems.
	7.6 Describe how to maintain the tools and equipment used when repairing rainwater systems.

Unit T/615/1608
Applying sealants to structural fabric in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when applying sealants to structural fabric.	1.1 Interpret and extract information from drawings, specifications, schedules, job sheets, method statements and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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, job sheets, method statements, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when applying sealants to structural fabric.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when applying sealants to structural fabric.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when applying sealants to structural fabric.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to applying sealants to structural fabric, and the types, purpose and limitations of each type.
	3.3 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 apply sealants to structural fabric.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – sealants – applicators – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length and area associated with the method/procedure to apply sealants to structural fabric.
5 Minimise the risk of damage to the work and surrounding area when applying sealants to structural fabric.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when applying sealants to structural fabric.	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 apply sealants to structural fabric to the required specification.	7.1 Demonstrate the following work skills when applying sealants to structural fabric: – measuring, cleaning, preparing, checking, selecting and applying.
	7.2 Prepare joints and apply sealant by manual application to seal concrete floors and two or more of the following structures to contractor's working instructions: – masonry – soffits – window/door frames – work surfaces/sanitary ware.
	7.3 Mix multi-part sealants.
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare joints and seal timber, concrete, metal, masonry, ceramics, plastics – mix multi-part sealants – use and maintain applicators, hand tools, power tools and equipment.
	7.5 Safely use and store hand tools, portable power tools, ancillary equipment and applicators.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.6 State the needs of other occupations and how to communicate within a team when applying sealants to structural fabric.
	7.7 Describe how to maintain the tools and equipment used when applying sealants to structural fabric.

Endorsements

One of the following endorsements required:

Masonry
Soffits
Windows/door frames
Work surfaces/sanitary ware

Unit A/615/1609
Erecting and dismantling access/working platforms in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.	1.1 Interpret and extract information from specifications, method statements, risk assessments and manufacturers' information. 1.2 Comply with information and/or instructions derived from risk assessments and method statement. 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: – specifications, current legislation, method statements, risk assessments and manufacturers' information.
2 Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when erecting and dismantling access/working platforms.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms. 3.2 Explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type. 3.3 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 erect and dismantle access/working platforms.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – ladders/crawler boards – stepladders/platform steps – trestles – proprietary staging/podiums – proprietary towers – mobile scaffold towers – protection equipment and notices – tools and ancillary equipment. 4.2 Select resources associated with own work in relation to materials, components, tools and equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.
5 Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when erecting and dismantling access/working platforms.	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: – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to erect and dismantle access/ working platforms to the required specification.	7.1 Demonstrate the following work skills when erecting and dismantling access/working platforms: – moving, positioning/erecting, securing, checking, dismantling and removing.
	7.2 Erect, dismantle and store two of the following access equipment to given access regulations: – ladders/crawler boards – stepladders/platform steps – proprietary towers – trestle platforms – mobile scaffold towers – proprietary staging/podiums.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – provide protection to the work area – establish a base for equipment – erect proprietary access equipment to manufacturer's instructions suitable for the work – erect non-proprietary access equipment suitable for the work – place protective screens and notices – check/monitor equipment during the period of use – dismantle and store access equipment – use tools and equipment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– work at height. 7.4 Safely use and store materials, hand tools and ancillary equipment. 7.5 State the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms. 7.6 Describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

Endorsements

One of the following endorsements required (i.e. own area of work)

Joint sealant application
Point of purchase
Industrial storage systems
Loading bay equipment

Plus **two** of the following endorsement required:

Ladders/crawler boards
Step ladders/platform steps
Proprietary towers
Trestle platforms
Mobile scaffold towers
Proprietary staging/podiums

Unit T/615/1611
Establishing work area protection and safety in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when establishing work area protection and safety.	1.1 Interpret and extract relevant information from drawings, plans, risk assessments, method statements, specifications, schedules, site inspections 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, plans, risk assessments, method statements, specifications, schedules, site inspection reports, manufacturers' information, regulations and official guidance associated with protecting work areas.
2 Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 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 establishing work area protection and safety.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when establishing work area protection and safety. 3.2 Comply with information relating to specific risks to health when establishing work area protection and safety. 3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to establishing work area protection and safety, 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 instructions.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	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 hazards.
4 Select the required quantity and quality of resources for the methods of work to establish work area protection and safety.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment. 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – safety and security barriers – protection and safety notices – temporary structures – signs and lighting – 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 methods of work. 4.6 Describe how to calculate quantity, length and area associated with the method/procedure to establish work area protection and safety.
5 Minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.	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 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 establishing work area protection and safety.	6.1 Demonstrate completion of the work within the allocated time. 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 estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to establish work area protection and safety to the required specification.	7.1 Demonstrate the following work skills when establishing work area protection and safety: – measuring, setting out, positioning, assembling, constructing, securing and dismantling.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.2 Install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to barriers/temporary structures and one of the following: – protection and safety notices – safety lighting. 7.3 Safely use materials, hand tools, portable power tools and ancillary equipment. 7.4 Safely store the materials, tools and equipment used when establishing work area protection and safety. 7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – plan for the protection and the safety of the work and surrounding environment – install, check and maintain the protection and safety equipment – dismantle and remove protection and safety equipment – install safety notices – install lighting systems – use hand tools, power tools and equipment – work at height – use access equipment. 7.6 Describe the needs of other occupations and how to effectively communicate within a team when establishing work area protection and safety. 7.7 Describe how to maintain the tools and equipment used when establishing work area protection and safety.

Endorsements

The following endorsement required (i.e. own area of work):

Joint sealant application

Unit A/615/1612
Installing internal display systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing internal display systems.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information. 1.2 Comply with information and/or instructions derived from risk assessments and method statement. 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 and manufacturers' information.
2 Know how to comply with relevant legislation and official guidance when installing internal display systems.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, 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 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing internal display systems.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when installing internal display systems. 3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing internal display systems, and the types, purpose and limitations of each type. 3.3 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 internal display systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – manufactured sheet material, metals, plastics, fabrics, counters, display units – adhesives, sealants, fixings and associated ancillary items – hand and/or powered tools and equipment. 4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length and area associated with the method/procedure to install internal display systems.
5 Minimise the risk of damage to the work and surrounding area when installing internal display systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation and client/customer procedures.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing internal display systems.	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 install internal display systems to the required specification.	7.1 Demonstrate the following work skills when installing internal display systems: – measuring, marking out, fitting, finishing, positioning and securing.
	7.2 Install any two of the following internal display systems to given working instructions: – free standing – wall mounted – ceiling mounted – glass mounted.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and install free standing, wall mounted, ceiling mounted and glass mounted systems – determine the layout of displays – determine the location and accessibility of the display – establish the displayed product's requirements – form joints associated with internal display installation – use hand tools, power tools and equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.5 State the needs of other occupations and how to communicate within a team when installing internal display systems.
	7.6 Describe how to maintain the tools and equipment used when installing internal display systems.

Endorsements

Two of the following endorsements required:

Free standing
Wall mounted
Ceiling mounted
Glass mounted

Unit J/615/1614
Installing display signs in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing display signs.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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 and manufacturers' information.
2 Know how to comply with relevant legislation and official guidance when installing display signs.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, 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 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing display signs.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when installing display signs.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing display signs, and the types, purpose and limitations of each type.
	3.3 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 display signs.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – proprietary display signs – manufactured sheet materials, metals, plastics and fabrics – adhesives, sealants, fixings and ancillary items – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.5 Describe how to calculate quantity, length and area associated with the method/procedure to install display signs.
5 Minimise the risk of damage to the work and surrounding area when installing display signs.	5.1 Protect the work and its surrounding area from damage. 5.2 Minimise damage and maintain a clean work space. 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.4 Dispose of waste in accordance with legislation and client/customer procedures. 5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing display signs.	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 install display signs to the required specification.	7.1 Demonstrate the following work skills when installing display signs: – measuring, marking out, fitting, finishing, positioning and securing. 7.2 Install any two of the following illuminated and/or non-illuminated display signs to given working instructions: – free standing – wall mounted – ceiling mounted. 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and install illuminated and/or non-illuminated free standing wall and ceiling mounted display signs – determine the layout of display signs – determine the location and accessibility of the display signs – establish the displayed product's requirements – use hand tools, power tools and equipment. 7.4 Safely use and store hand tools, portable power tools and ancillary equipment. 7.5 State the needs of other occupations and how to communicate within a team when installing display signs. 7.6 Describe how to maintain the tools and equipment used when installing display signs.

Endorsements

Two of the following endorsements required:

Free standing
Wall mounted
Ceiling mounted

Unit L/615/1615
Installing graphic displays in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing graphic displays.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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 and manufacturers' information.
2 Know how to comply with relevant legislation and official guidance when installing graphic displays.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, 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 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing graphic displays.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when installing graphic displays.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing graphic displays, and the types, purpose and limitations of each type.
	3.3 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 graphic displays.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – plastic, vinyl, fabric – adhesives, sealants, fixings and ancillary items – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.5 Describe how to calculate quantity, length and area associated with the method/procedure to install graphic displays.
5 Minimise the risk of damage to the work and surrounding area when installing graphic displays.	5.1 Protect the work and its surrounding area from damage. 5.2 Minimise damage and maintain a clean work space. 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.4 Dispose of waste in accordance with legislation and client/customer procedures. 5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing graphic displays.	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 install graphic displays to the required specification.	7.1 Demonstrate the following work skills when installing graphic displays: – measuring, marking out, cutting, fitting, finishing, positioning and securing. 7.2 Install any of the following graphic displays to given working instructions: – glass mounted – wall mounted – free standing. 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and apply wall mounted, glass mounted and free standing graphic displays – determine the layout of graphic displays – determine the location of graphic displays – establish the displayed product‘s requirements – use hand tools, power tools and equipment. 7.4 Safely use and store hand tools, portable power tools and ancillary equipment. 7.5 State the needs of other occupations and how to communicate within a team when installing graphic displays. 7.6 Describe how to maintain the tools and equipment used when installing graphic displays.

Endorsements

Two of the following endorsements required:

Free standing
Wall mounted
Ceiling mounted

Unit R/615/1616
Maintaining and repairing industrial storage systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when maintaining and repairing industrial storage systems.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturers' information, risk assessments and method statements.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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, manufacturers' information, risk assessments, method statements and regulations governing industrial storage systems.
2 Know how to comply with relevant legislation and official guidance when maintaining and repairing industrial storage systems.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when maintaining and repairing industrial storage systems.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when maintaining and repairing industrial storage systems.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to maintaining and repairing industrial storage systems, and the types, purpose and limitations of each type.
	3.3 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 maintain and repair industrial storage systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – frames, beams, rails, support and anchoring devices – ancillary pallet racking and industrial shelving components – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to maintain and repair industrial storage systems.
5 Minimise the risk of damage to the work and surrounding area when maintaining and repairing industrial storage systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when maintaining and repairing industrial storage systems.	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 maintain and repair industrial storage systems to the required specification.	7.1 Demonstrate the following work skills when maintaining and repairing industrial storage systems: – measuring, marking out, fitting, finishing, positioning, replacing and securing.
	7.2 Maintain and repair industrial storage systems to given working instructions for standard adjustable pallet racking (APR) (up to 12 metres) plus two items from group 1 and one item from group 2: Group 1 (pallet racking): – drive in/drive through – dynamic storage – high bay (over 12 metres) – mobile – mini load – cantilever – rack clad – multi tier. Group 2 (industrial shelving systems): – carton live – single tier – multi tier – long span – mobile.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – maintain and repair standard adjustable pallet racking (APR) (up to 12 metres) – install drive in and/or drive through and/or live storage and/or high bay (over 12 metres) and/or mobile and/or mini load and/or cantilever and/or rack clad and/or multi tier pallet racking systems – maintain and repair carton live and/or single tier and/or multi tier and/or long span and/or mobile industrial shelving systems – identify faults, report and/or rectify within the limits of your capabilities – ensure equipment is functioning correctly – use hand tools, power tools and equipment – work at height – use access equipment.
	7.4 Safely use and store hand tools, portable power tools, ancillary equipment and materials.
	7.5 State the needs of other occupations and how to communicate within a team when maintaining and repairing industrial storage systems.
	7.6 Describe how to maintain the tools and equipment used when maintaining and repairing industrial storage systems.

Endorsements

Group 1:

Two of the following endorsements required:

Drive in/drive through
Dynamic storage
High bay (over 12 metres)
Mobile
Mini load
Cantilever
Rack clad
Multi-tier

Group 2:

One of the following endorsements required:

Carton live
Single tier
Multi-tier
Long span
Mobile

Unit F/615/1627
Inspecting industrial storage systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when inspecting industrial storage systems.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturers' information, risk assessments and method statements.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	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, manufacturers' information, risk assessments, method statements and regulations governing industrial storage systems.
2 Know how to comply with relevant legislation and official guidance when inspecting industrial storage systems.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when inspecting industrial storage systems.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when inspecting industrial storage systems.
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to inspecting industrial storage systems, and the types, purpose and limitations of each type.
	3.3 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 inspect industrial storage systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to inspect industrial storage systems.
5 Minimise the risk of damage to the work and surrounding area when inspecting industrial storage systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when inspecting industrial storage systems.	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 inspect industrial storage systems to the required specification.	7.1 Demonstrate the following work skills when inspecting industrial storage systems: – identifying, measuring, recording and reporting.
	7.2 Prepare for and inspect industrial storage systems to given working instructions for standard adjustable pallet racking (APR) (up to 12 metres) plus one item from group 1 and one item from group 2: Group 1 (pallet racking) – drive in/drive through – dynamic storage – high bay (over 12 metres) – mobile – mini load – cantilever – rack clad – multi tier. Group 2 (industrial shelving systems) – carton live – single tier – multi tier – long span – mobile.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – inspect standard adjustable pallet racking (APR)

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– install drive in and drive through, live storage, high bay, mobile, mini load, cantilever, rack clad and multi tier pallet racking systems – inspect carton live, single tier, multi tier, long span and mobile industrial shelving systems – ensure that the correct methods of installation have been used – identify defects and discrepancies – identify re-occurrence of damage – establish that correct signage has been used – ensure correct operational use of the storage system – ensure the storage system remains suitable to meet the operational demands – record and report the findings of the inspection – use hand tools, power tools and equipment – work at height – use access equipment. 7.4 Safely use and store hand tools, portable power tools, ancillary equipment and materials. 7.5 State the needs of other occupations and how to communicate within a team when inspecting industrial storage systems. 7.6 Describe how to maintain the tools and equipment used when inspecting industrial storage systems.

Endorsements

Group 1:	*Group 2:*
Two of the following endorsements required:	**One** of the following endorsements required:
Drive in/drive through Dynamic storage High bay (over 12 metres) Mobile Mini load Cantilever Rack clad Multi-tier	Carton live Single tier Multi-tier Long span Mobile

Unit Y/615/1634
Installing loading bay equipment in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing loading bay equipment.	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 buildings and official guidance associated with the installation of loading bay equipment.
2 Know how to comply with relevant legislation and official guidance when installing loading bay equipment.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, 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 installing loading bay equipment.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when installing loading bay equipment. 3.2 Comply with information relating to specific risks to health when installing loading bay equipment. 3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing loading bay equipment, 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 instructions. 3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	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 loading bay equipment.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools, equipment and consumables. 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – fixtures and fittings – motorised equipment – consumables – hand tools, portable power tools, power tools and equipment – operation, safety and maintenance documentation. 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 methods of work. 4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install loading bay equipment.
5 Minimise the risk of damage to the work and surrounding area when installing loading bay equipment.	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 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 installing loading bay equipment.	6.1 Demonstrate completion of the work within the allocated time. 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 estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install loading bay equipment to the required specification.	7.1 Demonstrate the following work skills when installing loading bay equipment: – measuring, marking out, checking, aligning, levelling, plumbing, positioning, fitting, adjusting, fixing and securing. 7.2 Install six of the following loading bay equipment in newly completed structures or existing structures to given working instructions:

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– dock levellers (hinged lip, telescopic lip or drawbridge) – scissor lifts – dock seals – wheel guides – vehicle restraints – bumpers – lights, traffic and/or dock – composite or standard control panels. 7.3 Safely use and handle materials, hand tools, portable power tools, power tools and ancillary equipment. 7.4 Safely store the materials, tools and equipment used when installing loading bay equipment. 7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation type – check and confirm the dimensions of new and existing structures – agree appropriate ways in which the work should be carried out – maintain the principles of minimum intervention and reversible alterations – stop work at the point when guesswork begins and report findings – recognise the structural composition of mounting and fixing points – identify parts and components of loading bay equipment – assemble loading bay equipment – control and guide lifting appliances 7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – install loading bay equipment, dock levellers: hinged lip, telescopic lip and drawbridge, scissor lifts, dock seals, wheel guides, vehicle restraints, bumpers, traffic and dock lights and composite and standard control panels – install ready assembled loading bay equipment check the integrity, fit, installation of loading bay equipment – position, align and secure cables, conduits and pipes – test operation functions – inspect, check and test safety devices – weld equipment – recognise and determine when specialist skills and knowledge are required and report accordingly – work on buildings of historical significance 7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – describe the operation for optimal energy saving performance

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– provide operation, safety and maintenance information to client, customer or their representative – use hand tools, portable power tools, power tools and equipment – work at height – use access equipment. 7.8 Describe the needs of other occupations and how to effectively communicate within a team when installing loading bay equipment. 7.9 Describe how to maintain the tools and equipment used when installing loading bay equipment.

Endorsements

One of the following endorsements required:

Dock leveller hinged lip
Dock leveller telescopic lip
Dock leveller drawbridge

Plus **at least five** of the following:

Scissor lift
Dock seal
Wheel guide
Vehicle restraint
Bumper
Lights, traffic and/or dock
Composite or standard control panel

Unit K/615/1640
Servicing and maintaining loading bay equipment in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when servicing and maintaining loading bay equipment.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, parts manuals 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 buildings and official guidance associated with servicing and maintaining loading bay equipment.
2 Know how to comply with relevant legislation and official guidance when servicing and maintaining loading bay equipment.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, 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 servicing and maintaining loading bay equipment.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when servicing and maintaining loading bay equipment. 3.2 Comply with information relating to specific risks to health when servicing and maintaining loading bay equipment. 3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to servicing and maintaining loading bay equipment, 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 instructions.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	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 hazards.
4 Select the required quantity and quality of resources for the methods of work to service and maintain loading bay equipment.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – consumables, lubricants and fluids, cleaning materials and equipment – components and associated ancillary items – ancillary equipment for the service and maintenance work – test and inspection equipment – hand tools, portable power tools, power 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 methods of work.
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to service and maintain loading bay equipment.
5 Minimise the risk of damage to the work and surrounding area when servicing and maintaining loading bay equipment.	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 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 servicing and maintaining loading bay equipment.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Demonstrate completion of the work within the allocated time. Describe 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.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
7 Comply with the given contract information to service and maintain loading bay equipment to the required specification.	7.1 Demonstrate the following work skills when servicing and maintaining loading bay equipment: – dismantling, assessing, repairing, replacing, lubricating, assembling and checking. 7.2 Service and maintain loading bay equipment to given working instructions. 7.3 Test operation functions of loading bay equipment. 7.4 Record and report findings using the appropriate method. 7.5 Safely use and handle materials, hand tools, portable power tools and ancillary equipment. 7.6 Safely store the materials, tools and equipment used when servicing and maintaining loading bay equipment. 7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – refer to parts manuals, guides and technical service bulletins, electronic data and cross reference information – agree appropriate ways in which the work should be carried out – apply routine and non-routine maintenance service methods and procedures required by the manufacturer and owner – maintain the principles of minimum intervention and reversible alterations – stop work at the point when guesswork begins and report findings – ensure power supply is isolated and locked off – install safety props and guards – control and guide lifting appliances 7.8 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – identify requirements of periodic, scheduled and event based servicing methods for loading bay equipment; hinged lip, telescopic lip, drawbridge scissor lifts, dock seals, wheel guides, vehicle restraints, bumpers, traffic and dock lights and composite or standard control panels – replace serviceable items – lubricate parts, components, linkages, cables – clean parts and components – remove, repair and replace unserviceable components and parts – remove and replace damaged, worn and unserviceable components and parts – secure fastenings, nuts, bolts (etc) – fit safety devices in accordance with current legislation 7.9 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– recognise and determine when specialist skills and knowledge are required and report accordingly – complete sensory checks for leaks, defects by sight, touch, smell, sound – test the operation of loading bay equipment – inspect, check and test safety devices – work on buildings of historical significance – use hand tools, portable power tools, power tools and equipment – work at height – use access equipment – record and report findings, maintain records
	7.10 Describe the needs of other occupations and how to effectively communicate within a team when servicing and maintaining loading bay equipment.
	7.11 Describe how to maintain the tools and equipment used when servicing and maintaining loading bay equipment.

Unit J/615/1645
Using manual metal arc welding equipment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Use manual metal arc welding equipment	1.1 Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines 1.2 Prepare for the manual metal arc welding process, to include carrying out all of the following: • adhere to procedures or systems in place for risk assessment, COSHH, personal protective equipment (PPE) and other relevant safety regulations • check the condition and security of welding leads, earthing arrangements and electrode holder • set and adjust the welding conditions/parameters, in accordance with job instructions and the welding procedure specification (where appropriate) • prepare the work area for the welding activities (such as positioning welding screens and fume extraction) • prepare the materials and joint in readiness for welding (such as cleaning of joint faces, grinding weld preparations, setting up the joint, supporting the joint) 1.3 Obtain and prepare the appropriate manual metal arc welding equipment and welding consumables 1.4 Use manual metal-arc welding and related equipment, to include either of the following: • alternating current (AC) equipment • direct current (DC) equipment 1.5 Use one type of electrode from the following: • rutile • basic • cellulosic • other suitable electrodes 1.6 Prepare and support the joint, using the appropriate methods 1.7 Tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding 1.8 Weld the joint to the required quality, dimensions and profile specified 1.9 Produce two of the following welded joints of at least 100mm long, using single or multi-run welds (as appropriate), with at least one stop and start included: • fillet lap joints • Tee fillet joints • corner joints • butt joints 1.10 Produce joints in one of the following types of material: • carbon steel • stainless steel 1.11 Produce joints in one of the following forms of material: • plate • section

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	• pipe/tube • other forms
	1.12 Weld joints, in good access situations, in one of the following BS EN ISO 6947 positions: • Flat (PA) • Horizontal vertical (PB) • Horizontal (PC) • Vertical upwards (PF) • Vertical downwards (PG)
	1.13 Check that the welded joint conforms to the specification, by checking all of the following: • dimensional accuracy • alignment/squareness • size and profile of weld • number of runs
	1.14 Produce welded joints which meet all of the following: (with reference to BS 4872 Part 1 Weld test requirements) • welds meet the required dimensional accuracy • fillet welds are equal in leg length and slightly convex in profile, with the size of the fillet equivalent to the thickness of the material welded • the welds are adequately fused, and there is minimal undercut, overlap and surface inclusions • joins at stop/start positions merge smoothly, with no pronounced hump or crater in the weld surface • tack welds are blended in to form part of the finished weld, without excessive hump • the weld surface is free from cracks and substantially free from porosity, shrinkage cavities and trapped slag • the weld surface and adjacent parent metal is substantially free from arcing or chipping marks
	1.15 Report any difficulties or problems that may arise with the welding activities, and carry out any agreed actions
	1.16 Shut down the equipment to a safe condition on conclusion of the welding activities
	1.17 Leave the work area in a safe and tidy condition on completion of the welding activities
2 Know how to use manual metal arc welding equipment	2.1 State the safe working practices and procedures that need to be followed when using MMA welding equipment (such as general workshop safety; appropriate personal protective equipment; fire prevention; protecting other workers from the effects of the welding arc; safety in enclosed/confined spaces; fume extraction/control)
	2.2 State the hazards associated with MMA welding (such as live electrical components; poor earthing; the electric arc; fumes and gases; spatter; hot slag and metal; grinding and mechanical metal/slag removal; elevated working; welding in enclosed spaces; slips, trips and falls), and how they can be minimised
	2.3 State the personal protective equipment (PPE) to be worn for the welding activities (such as correctly fitting overalls; leather aprons, welding

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	gloves/gauntlets; safety boots; head/eye shield with correct shade of filter)
	2.4 State the major parts of the welding equipment, and their function (including AC and DC power sources and power ranges)
	2.5 Describe types of electrodes used, and the correct control, storage and drying of electrodes
	2.6 State the types of welded joint to be produced (such as lap joints, corner joints, tee joints, butt welds, single and multi-run welds)
	2.7 Describe terminology used for the appropriate welding positions
	2.8 Describe how to use and extract information from engineering drawings and related specifications (to include symbols and conventions to appropriate BS or ISO standards) in relation to work undertaken
	2.9 Describe how to prepare the materials in readiness for the welding activity (such as ensuring that the material is free from excessive surface contamination (such as rust, scale, paint, oil/grease and moisture); ensuring that edges to be welded are correctly prepared (such as made flat, square or bevelled))
	2.10 Describe how to set up and restrain the joint, and the tools and techniques that are used (such as the use of jigs and fixtures, restraining devices (such as clamps and weights/blocks); setting up the joint in the correct position and alignment)
	2.11 Describe tack welding size and spacing in relationship to material thickness
	2.12 State the techniques of operating the welding equipment to produce a range of joints in the various joint positions (such as striking and initiating the arc; fine adjustment of parameters; correct manipulation and welding speed of electrode; blending in stops/starts and tack welds)
	2.13 Describe how to close down the welding equipment safely and correctly
	2.14 Describe problems that can occur with the welding activities (such as causes of distortion and methods of control, effects of welding on materials and sources of weld defects), and how these can be overcome
	2.15 Describe how to check the welded joints for uniformity, alignment, position and weld size and profile
	2.16 Describe when to act on their own initiative and when to seek help and advice from others
	2.17 State the importance of leaving the work area in a safe and clean condition on completion of welding activities (such as isolation of electrical supplies, safely storing equipment and consumables, removing and disposing of waste)

Unit J/615/1645
Using semi-automatic MIG or MAG welding equipment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Use semi-automatic MIG or MAG welding equipment	1.1 Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines 1.2 Prepare for the MIG, MAG or flux cored-wire welding process, to include carrying out all of the following: • adhere to procedures or systems in place for risk assessment, COSHH, personal protective equipment (PPE) and other relevant safety regulations • check the condition and security of welding leads/cables, hoses, shielding gas supply and wire feed mechanisms • set and adjust the welding conditions/parameters, in accordance with the welding procedure specification • prepare the work area for the welding activities (such as positioning welding screens and fume extraction) • prepare the materials and joint in readiness for welding (such as cleaning of joint faces, grinding weld preparations, setting up the joint, supporting the joint) 1.3 Obtain and prepare the appropriate welding equipment and welding consumables 1.4 Use manual/semi-automatic welding and related equipment, to include one of the following: • MIG • MAG • other flux-cored wire welding equipment 1.5 Use consumables appropriate to the material and application, to include the following: One of the following wire types: • solid wire • cored wire Plus one of the following types of shielding gas: • inert • active 1.6 Prepare and support the joint, using the appropriate methods 1.7 Tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding 1.8 Weld the joint to the required quality, dimensions and profile specified 1.9 Produce two of the following welded joints of at least 150mm long, by single or multi-run (as appropriate), with at least one stop and start included: • fillet lap joints • Tee fillet joints • corner joints • butt joints 1.10 Produce joints in one of the following types of material: • carbon steel • stainless steel • aluminium

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	1.11 Produce welded joints in one of the following forms of material: • plate • section • sheet (less than 3mm) • pipe/tube • other forms
	1.12 Weld joints in good access situations in one of the following BS EN ISO 6947 positions: • Flat (PA) • Horizontal vertical (PB) • Horizontal (PC) • Vertical upwards (PF) • Vertical downwards (PG)
	1.13 Check that the welded joint conforms to the specification, by checking all of the following: • dimensional accuracy • alignment/squareness • size and profile of weld • number of runs
	1.14 Produce welded joints which meet all of the following: (with reference to BS 4872 Part 1 Weld test requirements) • welds meet the required dimensional accuracy • fillet welds are equal in leg length and slightly convex in profile, with the size of the fillet equivalent to the thickness of the material welded • the welds are adequately fused, and there is minimal undercut, overlap and surface inclusions • joins at stop/start positions merge smoothly, with no pronounced hump or crater in the weld surface • tack welds are blended in to form part of the finished weld, without excessive hump • the weld surface is free from cracks and substantially free from porosity, shrinkage cavities and trapped slag • the weld surface and adjacent parent metal is substantially free from arcing or chipping marks
	1.15 Report any difficulties or problems that may arise with the welding activities, and carry out any agreed actions
	1.16 Shut down the equipment to a safe condition on conclusion of the welding activities
	1.17 Leave the work area in a safe and tidy condition on completion of the welding activities
2 Know how to use semi-automatic MIG or MAG welding equipment	2.1 State the safe working practices and procedures to be followed when preparing and using MIG, MAG or flux cored wire arc welding equipment (such as general workshop safety; appropriate personal protective equipment (PPE); fire prevention; protecting other workers from the effects of the welding arc; safety in enclosed/confined spaces; fume extraction/control)
	2.2 State the hazards associated with using MIG, MAG or flux cored-wire arc welding (such as live electrical components; poor earthing; the electric

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	arc; fumes and gases; spatter; hot slag and metal; grinding and mechanical metal/slag removal; elevated working; enclosed spaces; slips, trips and falls), and how they can be minimised
	2.3 State the personal protective equipment (PPE) to be worn for the welding activities (such as correctly fitting overalls; leather aprons, welding gloves/gauntlets; safety boots; head/eye shield with correct shade of filter)
	2.4 State the correct handling and storage of gas cylinders (such as manual handling and use of cylinder trolley, leak detection procedures, relevant BCGA codes of practice, cylinder identification, gas pressures, cylinder and equipment safety features)
	2.5 Describe how to use and extract information from engineering drawings and related specifications (to include symbols and conventions to appropriate BS or ISO standards) in relation to work undertaken
	2.6 State the major parts of the welding equipment, and their function
	2.7 Describe types, selection and application of electrode wires (such as solid and cored)
	2.8 Describe reasons for using shielding gases, and the types and application of the various gases
	2.9 Describe gas pressures and flow rates (in relation to the type of material being welded)
	2.10 State the types of welded joints to be produced (such as lap joints, corner joints, tee joints and butt welds)
	2.11 Describe terminology used for the appropriate welding positions
	2.12 Describe how to prepare the materials in readiness for the welding activity (such as ensuring that the material is free from excessive surface contamination (such as rust, scale, paint, oil/grease and moisture); ensuring that edges to be welded are correctly prepared (such as made flat, square or bevelled)
	2.13 Describe how to set up and restrain the joint, and the tools and techniques that are used (such as the use of jigs and fixtures, restraining devices (such as clamps and weights/blocks); setting up the joint in the correct position and alignment)
	2.14 Describe tack welding size and spacing (in relation to material thickness)
	2.15 State the techniques of operating the welding equipment to produce a range of joints in the various joint positions (such as fine adjustment of parameters; correct manipulation of the welding gun; blending in stops/starts and tack welds)
	2.16 Describe methods/modes of metal transfer and their uses (such as dip, globular, free flight, spray and pulsed)
	2.17 Describe how to close down the welding equipment safely and correctly
	2.18 Describe problems that can occur with the welding activities (such as causes of distortion and methods of control; effects of welding on materials and sources of weld defects), and how these can be overcome
	2.19 Describe how to check the welded joints for uniformity, alignment, position and weld size and profile

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	2.20 Describe when to act on their own initiative and when to seek help and advice from others
	2.21 State the importance of leaving the work area in a safe and clean condition on completion of welding activities (such as isolation of electrical supplies, safely storing equipment and consumables, removing and disposing of waste)

Unit A/615/1657
Installing door, blind or shutter wiring systems in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when installing door, blind or shutter wiring systems.	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 and current regulations governing buildings and associated with wiring systems for doors, blind and shutters.
2 Know how to comply with relevant legislation and official guidance when installing door, blind or shutter wiring systems.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, 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. 2.4 Describe the types of fire extinguishers available when installing door, blind or shutter wiring systems and describe how and when they are used.
3 Maintain safe and healthy working practices when installing door, blind or shutter wiring systems.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when installing door, blind or shutter wiring systems. 3.2 Comply with information relating to specific risks to health when installing door, blind or shutter wiring systems. 3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing door, blind or shutter wiring systems, 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).

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to install door, blind or shutter wiring systems.	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: – multi-core and single-core cables – wiring containment fixtures and fittings – electrical motors and starters – switch gear and isolators – low voltage accessories – electrical test equipment – hand tools, power tools, power tools and equipment – operation, safety and maintenance documentation.
	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 methods of work.
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install door, blind or shutter wiring systems.
5 Minimise the risk of damage to the work and surrounding area when installing door, blind or shutter wiring systems.	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 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 installing door, blind or shutter wiring systems.	6.1 Demonstrate completion of the work within the allocated time.
	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 estimated times

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	– organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install door, blind or shutter wiring systems to the required specification.	7.1 Demonstrate the following work skills when when installing door, blind or shutter wiring systems: – measuring, marking out, fitting, finishing, adjusting, aligning, positioning and securing.
	7.2 Prepare for and install door, blind or shutter wiring systems, to the isolation point only, to given working instructions
	7.3 Safely use and handle hand tools, portable power tools, power tools, ancillary equipment and electrical test equipment
	7.4 Safely store the materials, tools and equipment used when installing door, blind or shutter wiring systems.
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – ensure power supply is isolated and locked off – confirm installation requirements – install wiring systems to doors, blinds and shutters to the isolation point only – comply with current electrical regulations – position fit and fix wiring containment – identify the appropriate power supply – understand earth bonding requirements – understand single, three phase and low voltage motor operation – establish how to reverse motor direction – identify the different methods of electrical testing – commission the completed door, blind and shutter wiring system
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – explain automated control systems – recognise and determine when specialist skills and knowledge are required and report accordingly – test the operation of door, blind and shutter including control systems – inspect, check and test safety devices – use hand tools, portable power tools, power tools and equipment – use electrical test equipment – provide certification to customer, client or their representative – work at height – use access equipment.
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing door, blind or shutter wiring systems.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	7.8 Describe how to maintain the tools and equipment used when installing door, blind or shutter wiring systems.

Title:	Installing internal blinds or solar shading systems in the workplace
Unit Number:	D/650/2690

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 internal blinds or solar shading systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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, official guidance and current regulations governing buildings and associated with the installation of internal blinds or solar shading systems.
2 Know how to comply with relevant legislation and official guidance when installing internal blinds or solar shading systems.	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 and 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, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing internal blinds or solar shading systems.	3.1 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 when installing internal blinds or solar shading systems.

Title:	Installing internal blinds or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Continued	3.2 Demonstrate compliance with given information and relevant legislation when installing internal blonds or solar shading systems in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing internal blinds or solar shading systems, 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 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 for the methods of work to install internal blinds or solar shading systems.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – fixings and fittings – operating systems – blinds and solar shading systems – hand tools, power tools and equipment – operation, safety and maintenance documentation.
	4.3 Describe how to confirm that the resources and materials conform to the specification.
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Installing internal blinds or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Continued	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6 Describe any potential hazards associated with the resources and methods of work.
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install internal blinds or solar shading systems.
5 Minimise the risk of damage to the work and surrounding area when installing internal blinds or solar shading systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Maintain a clear and tidy work space.
	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 installing internal blinds or solar shading systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install internal blinds or solar shading systems to the required specification.	7.1 Demonstrate the following work skills when installing internal blinds or solar shading systems: – measuring, marking out, drilling, assembling, aligning, positioning, fitting, adjusting, fixing and securing.
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.

Title:	Installing internal blinds or solar shading systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Continued	7.3 Prepare, install and commission at least three of the following internal blinds or solar shading devices to given working instructions: – standard internal blinds (roller, venetian, vertical or panel) – cassetted blinds (screen, blackout or insect screen) – drapery (roman, austrian or festoon blinds) – conservatory and rooflight blinds (pleated, pinoleum or non-retractable) – solar shading systems – solar powered window covering systems – motorised systems – plantation shutters – smoke curtains – tracks (poles, curtain and anti-ligature systems).
	7.4 Test operational functions of the internal blinds or solar shading systems.
	7.5 Inspect, check and test any safety devices.
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation requirements – agree appropriate ways in which the work should be carried out – maintain the principles of minimum intervention and reversible alterations – stop work at the point where guesswork begins and report findings – recognise the structural composition of mounting and fixing points – prepare internal blinds, screens and solar shading systems for installation – recognise operating systems (motorised, rotation: crank handle, winch handle, cord, cable, tape, knob and wand; assisted: ratio reduction gear and balance [spring, counter-balance weight]) – recognise parts and components of blinds and solar shading systems – install internal standard blinds (roller, venetian, vertical or panel), cassetted blinds (screen, blackout, insect screens), drapery (roman, austrian or festoon blinds), conservatory and rooflight blinds (pleated, pinoleum or non-retractable), solar shading systems, solar powered window covering systems, motorised automated systems, plantation shutters and smoke curtains and track, poles, curtain and anti-ligature systems

Title:	Installing internal blinds or solar shading systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Continued	– adjust blinds, screens and solar shading systems – explain automated control systems – recognise and determine when specialist skills and knowledge are required and report accordingly – test operation of blinds, screens and solar shading systems – inspect, check and test safety devices – provide operation, safety and maintenance information to client, customer or their representative – describe the operation for optimal energy saving performance – work on buildings of historical significance – identify and follow the installation quality requirements – use hand tools, power tools and equipment – work at height – use access equipment.
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing internal blinds or solar shading systems.
	7.8 Describe how to maintain the tools and equipment used when installing internal blinds or solar shading systems.

Title:	Installing internal blinds or solar shading systems 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 ProQual Level 2 NVQ Certificate in Specialist Installation Occupations (Construction) **Three** of the following endorsements required: Standard internal blind (roller, venetian, vertical or panel) Cassetted blind (screen, blackout or insect screen) Drapery (roman, austrian or festoon blinds) Conservatory and rooflight blinds (pleated, pinoleum or nonretractable) Solar shading system Solar powered window covering system Motorised system Plantation shutter Smoke curtain Tracks (poles, curtain and anti-ligature systems)
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73
Assessment hours	10

Title:	Installing external blinds, screens or solar shading systems in the workplace	
Level:	F/650/2691	
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 external blinds, screens or solar shading systems.		1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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 official guidance and current regulations governing buildings associated with the installation of external blinds, screens or solar shading systems.
2 Know how to comply with relevant legislation and official guidance when installing external blinds, screens or solar shading systems.		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 and 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, operative and vehicles.
		2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing external blinds, screens or solar shading systems.		3.1 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 when installing external blinds, screens or solar shading systems.

Title:	Installing external blinds, screens or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Continued	3.2 Demonstrate compliance with given information and relevant legislation when installing external blinds, screens or solar shading systems in relation to the following: - safe use of access equipment - safe use, storage and handling of materials, tools and equipment - specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing external blinds, screens or solar shading systems, 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 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 for the methods of work to install external blinds, screens or solar shading systems.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: – fixings and fittings – operating systems – blinds, screens and solar shading systems – hand tools, power tools and equipment – operation, safety and maintenance documentation.
	4.3 Describe how to confirm that the resources and materials conform to the specification.
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Installing external blinds, screens or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Continued	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6 Describe any potential hazards associated with the resources and methods of work.
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install external blinds, screens or solar shading systems.
5 Minimise the risk of damage to the work and surrounding area when installing external blinds, screens or solar shading systenms.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Maintain a clear and tidy work space.
	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 installing external blinds, screens or solar shading systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing external blinds, screens or solar shading systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to install external blinds, screens or solar shading systems to the required specification.	7.1 Demonstrate the following work skills when installing external blinds, screens or solar shading systems: – measuring, marking out, drilling, assembling, align, positioning, supporting, fitting, adjusting, fixing and securing.
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.
	7.3 Prepare, install and commission three of the following external blinds, screens or solar shading systems to given working instructions: – awnings and canopies – shop blinds – external blinds (roller or venetian) – fixed shades – solar shading – solar powered external shading – motorised – brise soleil – louvre arrays (fixed, damping, acoustic).
	7.4 Test operational functions of installed blinds, screens or solar shading systems.
	7.5 Inspect, check and test any safety devices.
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation requirements – agree appropriate ways in which the work should be carried out – maintain the principles of minimum intervention and reversible alteration – stop work at the point where guesswork begins and report findings – recognise the structural composition of mounting and fixing points – prepare external blinds, screens and solar shading for installation – recognise operating systems (motorised, rotation: crank handle, winch handle, cord, cable, tape, assisted: ratio reduction gear and balance (spring, counter-balance weight) – recognise parts of blinds, screens and solar shading systems – position and erect supports

Title:	Installing external blinds, screens or solar shading systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Continued	7.6 contd – install external blinds, screen or solar shadings, awnings and canopies, shop blinds, external blinds (rollers or venetians), fixed shades (brise soleil and louvre arrays), solar shading systems, solar powered external shading systems, motorised and automated systems – control and guide lifting appliances – adjust blinds, screens and solar shading systems – recognise and determine when specialist skills and knowledge are required and report accordingly – explain automated control systems – test the operation of installed blinds, screens and solar shading systems – inspect, check and test safety devices – describe the operation for optimal energy saving performance – provide operation, safety and maintenance information to client, customer or their representative – work on buildings of historical significance – use hand tools, power tools and equipment – work at height – use access equipment.
	7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing external blinds, screens or solar shading systems.
	7.8 Describe how to maintain the tools and equipment used when installing external blinds, screens or solar shading systems.

Title:	Installing External Blinds, Screens or Solar Shading Systems 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. ProQual Level 2 NVQ Certificate in Specialist Installation Occupations (Construction) **Three** of the following endorsements required: Awning and canopy Shop blind External blind (roller or venetian) Fixed shade Solar shading Solar powered external shading Motorised Brise soleil Louvre arrays (fixed, damping, acoustic
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73
Assessment hours	10

Title:	Servicing and maintaining blinds, screens or solar shading systems in the workplace
Level:	H/650/2692

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 servicing and maintaining blinds, screens or solar shading systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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, official guidance and current regulations governing buildings and official guidance associated with servicing and maintaining blinds, screens and solar shading systems.
2 Know how to comply with relevant legislation and official guidance when installing door systems.	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 and 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, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when servicing and maintaining blinds, screens or solar shading systems.	3.1 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 when servicing and maintaining blinds, screens or solar shading systems.

Title:	Servicing and maintaining blinds, screens or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Continued	3.2 Demonstrate compliance with given information and relevant legislation when servicing and maintaining blinds, screens or solar shading systems in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to servicing and maintaining blinds, screens or solar shading systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – local exhaust ventilation (LEV). – personal protective equipment (PPE) – respiratory protective equipment (RPE).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given 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 for the methods of work to service and maintain blinds, screens or solar shading systems.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: – consumables, lubricants and fluids, cleaning materials and equipment – components, parts and associated ancillary items – test and inspection equipment – fittings and fixings – hand tools, power tools and equipment.
	4.3 Describe how to confirm that the resources and materials conform to the specification.

Title:	Servicing and maintaining blinds, screens or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Continued	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6 Describe any potential hazards associated with the resources and methods of work.
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to service and maintain blinds, screens or solar shading systems.
5 Minimise the risk of damage to the work and surrounding area when servicing and maintaining blinds, screens or solar shading systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Maintain a clear and tidy work space.
	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 servicing and maintaining blinds, screens or solar shading systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Servicing and maintaining blinds, screens or solar shading systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to service and maintain blinds, screens or solar shading systems to the required specification.	7.1 Demonstrate the following work skills when servicing and maintaining blinds, screens or solar shading systems: – dismantling, assessing, repairing, replacing, lubricating, assembling and checking.
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.
	7.3 Service and maintain at least one of the following blinds, screens or solar shading systems to given working instructions: – internal – external – motorised or automated systems.
	7.4 Test operational functions of blinds, screens or solar shading systems.
	7.5 Inspect, check and test any safety devices.
	7.6 Record and report findings using the appropriate method.
	7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation type – refer to parts manuals, guides, technical service bulletins, electronic data and cross reference information – ensure power supply is isolated and locked off – identify the parts and components of blinds, screens and solar shading systems – agree appropriate ways in which the work should be carried out – apply routine and non-routine maintenance service methods and procedures required by manufacturer and owner – maintain the principles of minimum intervention and reversible alterations – stop work at the point where guesswork begins and report findings

Title:	Servicing and maintaining blinds, screens or solar shading systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Continued	7.7 – identify requirements of periodic, scheduled and event based servicing methods for standard internal blinds (roller, venetian, vertical or panel), cassetted blinds (screen, blackout, insect screens), drapery (roman, austrian or festoon blinds), conservatory and rooflight blinds (pleated, pinoleum or non-retractable), solar shading systems, solar powered window covering systems, motorised and automated systems, plantation shutters and smoke curtains – identify requirements of periodic, scheduled and event based servicing methods for external blinds, screen or solar shadings, awnings and canopies, shop blinds, external blinds (rollers or venetians), fixed shades (brise soleil and louvre arrays), solar shading systems, solar powered external shading systems, motorised and automated systems – position and erect supports – clean parts and components – lubricate parts and components – remove and repair unserviceable components and parts – remove and replace damaged, worn and unserviceable components and parts – secure fastenings, nuts, bolts, etc – fit safety devices in accordance with current legislation – recognise and determine when specialist skills and knowledge are required and report accordingly – test operation functions – inspect, check and test safety devices – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – use hand tools, power tools and equipment – work at height – use access equipment.
	7.8 Describe the needs of other occupations and how to effectively communicate within a team when servicing and maintaining blinds, screens or solar shading systems.
	7.9 Describe how to maintain the tools and equipment used when servicing and maintaining blinds, screens or solar shading systems.

Title:	Servicing and maintaining blinds, screens or solar shading systems 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 with the relevant NVQ structure. ProQual Level 2 NVQ Certificate in Specialist Installation Occupations (Construction) One of the following endorsements required: Internal External Motorised or automated
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73
Assessment hours	10

www.proqualab.com

enquiries@proqualab.com

Tel: +44 (0)1430 423822

ProQual AB Limited, ProQual House, Unit 1, Innovation Drive, Newport, HU15 2GX
Company Registration Number: 07464445