



Qualification Specification

ProQual Level 3 NVQ Diploma in Floorcovering Occupations (Construction)

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This qualification is part of ProQual's broad offer of qualifications in the Construction Sector.

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



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Introduction

The ProQual Level 3 NVQ Diploma in Floorcovering Occupations (Construction) provides a nationally recognised qualification for those currently working in, or who want to work in the construction sector.

The aims of this qualification are:

- To develop the skills and knowledge required to perform floorcovering operations within commercial and domestic properties.
- To recognise the knowledge, skills and competence demonstrated by an individual in the workplace.

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

Qualification Profile

Qualification Title:	ProQual Level 3 NVQ Diploma in Floorcovering Occupations (Construction)
Qualification Number:	610/7296/5
Level:	3
Total Qualification Time (TQT):	Minimum 1480 Hours (Dependent on Pathway) Minimum 148 Credits
Guided Learning Hours (GLH):	Minimum 934 Hours (Dependent on Pathway)
Assessment:	Pass/Fail
	Internally assessed and verified by centre staff
	Externally quality assured by ProQual Verifiers
Qualification Start Date:	06/04/2026
Qualification Review Date:	06/04/2029

Learner Profile

There are no formal academic entry requirements for this qualification. Centres should carry out their own assessment to establish candidate's existing knowledge and skills in order to develop the assessment plan.

Candidates must be aged at least 16 years old on the day that they are registered for this qualification. Centres are reminded that no assessment activity may take place until a candidate has been registered.

Candidates for this qualification must be employed in a role, or enrolled on a training course, where they will have access to perform practical floorcovering activities in a real working environment.

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

Qualification Structure

This qualification has **two** available pathways:

1. Resilient/Textile (1860 TQT).
2. Timber (1480 TQT).

Pathway One – Resilient/Textile

This pathway consists of **13** mandatory units. Candidates must complete **all mandatory** units to be awarded this qualification.

There are two additional units which are not compulsory and therefore do not count towards the qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete all units in this group.					
A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	100	33	209v2
A/651/0177	Developing and Maintaining Good Occupational Working Relationships in the Workplace	3	80	27	210v3
M/651/4792	Confirming the Occupational Method of Work in the Workplace	3	110	37	211v2
T/651/1336	Coordinating and Organising Work Operations in the Workplace	3	140	40	213v3
M/508/6537	Conforming to General Health, Safety and Welfare in the Workplace	1	20	7	641v1
R/652/0688	Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace	3	170	95	300v3
D/652/0690	Preparing and Fitting Underlays for Floorcoverings in the Workplace	3	150	85	301v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – continued					
J/652/0693	Setting Out for Laying Floorcoverings in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Horizontal Surfaces • Inclined Surfaces • Stepped Surfaces • Shaped and Coved Areas 	3	200	115	302v3
L/652/0695	Preparing Surfaces to Receive Floorcoverings in the Workplace	3	240	115	303v3
R/652/0697	Installing Textile Floorcoverings in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Contract Work • Domestic Work 	3	200	80	304v3
T/652/0698	Installing Resilient Floorcoverings in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Contract Work • Domestic Work 	3	390	150	305v3
K/652/0701	Assessing and Evaluating Conditions for Floorcoverings in the Workplace	3	230	160	307v3
L/652/0702	Joining and Repairing Textile Floorcoverings in the Workplace	3	110	45	309v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Additional Units (not compulsory)					
T/652/0705	<p>Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace</p> <p>Unit Endorsements: At least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Horizontal Surfaces • Inclined Surfaces • Stepped Surfaces • Shaped and Covered Areas <p>Plus at least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Textiles • Resilient • Timber-Based 	4	250	120	308v3
Y/652/0706	<p>Installing Specified Design Resilient or Textile Floorcoverings in the Workplace</p> <p>Unit Endorsements: At least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Contract Work • Domestic Work <p>Plus at least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Patterns • Panels • Border • Inset Designs 	4	470	215	310v3

Pathway Two – Timber

This pathway consists of **11** mandatory units. Candidates must complete **all mandatory** units to be awarded this qualification.

There are two additional units which are not compulsory and therefore do not count towards the qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete all units in this group.					
A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	100	33	209v2
A/651/0177	Developing and Maintaining Good Working Relationships in the Workplace	3	80	27	210v3
M/651/4792	Confirming the Occupational Method of Work in the Workplace	3	110	37	211v2
T/651/1336	Coordinating and Organising Work Operations in the Workplace	3	140	40	213v3
M/508/6537	Conforming to General Health, Safety and Welfare in the Workplace	1	20	7	641v1
R/652/0688	Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace	3	170	95	300v3
D/652/0690	Preparing and Fitting Underlays for Floorcoverings in the Workplace	3	150	85	301v3
J/652/0693	Setting Out for Laying Floorcoverings in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Horizontal Surfaces • Inclined Surfaces • Stepped Surfaces • Shaped and Coved Areas 	3	200	115	302v3
L/652/0695	Preparing Surfaces to Receive Floorcoverings in the Workplace	3	240	115	303v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – continued					
D/652/0708	Installing Timber-Based Floorcoverings in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Contract Work • Domestic Work Plus at least two of the following endorsements required: <ul style="list-style-type: none"> • Wood Block • Solid Wood • Engineered Wood • Laminate 	3	240	100	306v3
K/652/0701	Assessing and Evaluating Conditions for Floorcoverings in the Workplace	3	230	160	307v3
Additional Units (not compulsory)					
T/652/0705	Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace Unit Endorsements: At least one of the following endorsements required: <ul style="list-style-type: none"> • Horizontal Surfaces • Inclined Surfaces • Stepped Surfaces • Shaped and Covered Areas Plus at least one of the following endorsements required: <ul style="list-style-type: none"> • Textiles • Resilient • Timber-Based 	4	250	120	308v3

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Additional Units (not compulsory) - continued					
K/652/0710	<p>Installing Specified Design Wood and Timber-Based Floorcoverings in the Workplace</p> <p>Unit Endorsements: At least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Horizontal Surfaces • Inclined Surfaces • Stepped Surfaces • Shaped and Covered Areas <p>Plus at least one of the following endorsements required:</p> <ul style="list-style-type: none"> • Textiles • Resilient • Timber-Based 	4	330	130	311v3

Centre Requirements

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

Materials produced by centres to support candidates should:

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

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

Certification

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

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

ProQual Level 3 NVQ Diploma in Floorcovering Occupations (Construction)

Claiming certificates

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

Unit certificates

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

Replacement certificates

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

Assessment Requirements

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

Evidence can include:

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

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

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

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

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

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

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

All practical assessment for this qualification must be carried out in a real working environment. Evidence of workplace skills cannot be simulated.

Enquiries, Appeals and Adjustments

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

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

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

Units – Learning Outcomes and Assessment Criteria

Title:	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace			Level:	3
Unit Number:	A/503/2772	TQT:	100	GLH:	33
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Identify work activities, assess required resources and plan the sequence of work.	1.1	Identify work activities, assess required resources and plan the sequence of work.		
		1.2	Identify work activities and formulate a plan for their own sequence of work.		
		1.3	Explain the types of work relative to the occupational area and how to identify different work activities.		
		1.4	Explain methods of assessing the resources needed from a range of available information.		
		1.5	Explain the required information and the different methods used to prepare a work programme relative to the occupational area.		
2	Obtain clarification and advice where the resources required are not available.	2.1	Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.		
		2.2	Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.		

3	Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1	<p>Assess progress of work against project requirements, taking into account external factors relating to:</p> <ul style="list-style-type: none"> • Other occupations and/or customers. • Resources. • Weather conditions. • Health and safety requirements.
		3.2	<p>Explain different methods of evaluating work activities against the following project requirements:</p> <ul style="list-style-type: none"> • Contract conditions. • Contract programme. • Health and safety requirements of operatives.
		3.3	<p>Evaluate the requirements of significant external factors that could affect the progress of work, in relation to:</p> <ul style="list-style-type: none"> • Other related programmes. • Special working conditions. • Weather conditions. • Other occupations/people. • Resources. • Health and safety requirements.
4	Identify work activities which influence each other and make the best use of the resources available.	4.1	Determine work activities that have an influence on each other.
		4.2	<p>Evaluate which work activities make the best use of available resources in relation to:</p> <ul style="list-style-type: none"> • Occupations and/or customers associated with the work. • Tools, plant and/or ancillary equipment. • Materials and components.
		4.3	Explain different methods and sources that can identify which work activities influence each other.

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

Title:	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:		Developing and Maintaining Good Occupational Working Relationships in the Workplace		Level:	3	
Unit Number:		A/651/0177	TQT:	80	GLH:	27
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>				
1	Develop, maintain and encourage working relationships to promote good will and trust.	1.1	Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.			
		1.2	Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.			
		1.3	Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.			
		1.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.			
2	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1	Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> • Appropriate timescales. • Health and safety requirements. • Co-ordination of work procedures. 			
		2.2	Explain the different methods and techniques used to inform relevant people about work activities.			

2	<i>Continued</i>	2.3	Explain the effects of not informing relevant people with the expected level of urgency.
		2.4	Explain the different types of work activity related information and to what level of detail the following people would expect to receive: <ul style="list-style-type: none"> • Colleagues. • Employers. • Customers. • Contractors. • Suppliers of products and services. • Other people affected by the work/project.
3	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1	Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.
		3.2	Explain the techniques of encouraging questions and/or requests for clarification and comments.
		3.3	Explain the different ways of offering advice and help to different people about work activities, in relation to: <ul style="list-style-type: none"> • Progress. • Results. • Achievements. • Occupational problems. • Occupational opportunities. • Health and safety requirements. • Co-ordinated work.
4	Clarify proposals with relevant people and discuss alternative suggestions.	4.1	Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.
		4.2	Explain the methods of clarifying alternative proposals with relevant people.
		4.3	Explain the methods of suggesting alternative proposals.

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

Title:	Developing and Maintaining Good Occupational Working Relationships in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	27

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Confirming the Occupational Method of Work in the Workplace			Level:	3
Unit Number:	M/651/4792	TQT:	110	GLH:	37
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Assess available project data accurately to determine the occupational method of work.	1.1	Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.		
		1.2	Explain how to summarise the following project data: <ul style="list-style-type: none"> • Required quantities. • Specifications. • Detailed drawings. • Health and safety requirements. • Timescales. • Scope of works. 		
		1.3	Explain the different methods of assessing available project data.		
		1.4	Explain how to use project data to interpret the work method, in relation to: <ul style="list-style-type: none"> • Standard work procedures. • Sequence of work. • Organisation of resources (people, equipment, materials). • Work techniques. • Working conditions (health, safety and welfare). • Risk assessment. 		

2	Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1	Collect and collate additional information from alternative sources to clarify the work to be carried out.
		2.2	<p>Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:</p> <ul style="list-style-type: none"> • Customers or representatives. • Suppliers. • Regulatory authorities. • Manufacturer's literature.
3	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1	Examine potential work methods to carry out the occupational work activity.
		3.2	Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.
		3.3	<p>Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:</p> <ul style="list-style-type: none"> • Health and safety welfare (principles of protection). • Fire protection. • Access and egress. • Equipment availability. • Availability of competent workforce. • Pollution risk. • Waste and disposal. • Zero and low carbon outcomes. • Weather conditions.

3	<i>Continued</i>	3.4	<p>Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:</p> <ul style="list-style-type: none"> • Conforming to statutory requirements. • Customer and user needs. • Contract requirements in terms of time, quantity and quality. • Environmental considerations.
		3.5	Explain how different methods of work can achieve zero/low carbon outcomes.
4	Confirm and communicate the selected work method to relevant personnel.	4.1	Confirm the selected occupational work method that meets project, statutory and contractual requirements.
		4.2	Communicate appropriately to relevant people on the selected occupational work method.
		4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.
		4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.

Title:	Confirming the Occupational Method of Work in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	37

Additional Assessment Information

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

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

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

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

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

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

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

Title:		Coordinating and Organising Work Operations in the Workplace		Level: 3	
Unit Number:		T/651/1336	TQT:	140	GLH: 40
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Provide information as required, to all the people who will be affected by the work.	1.1	Provide information, as authorised, relating to the work to be carried out in regard to: <ul style="list-style-type: none"> • Scope of work. • Start date. • How long it will take. • Expected completion date. • Any associated hazards. 		
		1.2	Define own levels of authorisation when providing information regarding the scope and timescales of the project.		
		1.3	Explain the different methods of informing the people affected by the work arrangements including all third parties and stakeholders.		
		1.4	List the types of people, internal and external to the project, who could be affected by work.		
		1.5	Describe the consequences of providing inadequate information to those affected by the work.		
2	Agree the planned timescales and methods of work with the workforce.	2.1	Discuss and confirm work programmes and methods of work relevant to project requirements with the workforce.		

2	<i>Continued</i>	2.2	Explain different methods and techniques of agreeing programmes, methods of work and dynamic risk assessments with the workforce, in accordance with the method statement.
3	Implement the agreed methods of communicating, reporting, recording and retrieving information.	3.1	Apply and use an organisational communication system to record and report project information.
		3.2	Retrieve project information following organisational procedures.
		3.3	Describe the different ways of reporting, recording and retrieving information.
		3.4	Explain how to monitor the systems used for communication, reporting, recording and retrieving project information to ensure they remain effective.
4	Identify any breakdowns in communication and take action to restore effective communication.	4.1	Determine, record and report any breakdowns of communication in various projects.
		4.2	Apply methods that restore communication and which follow the approved organisational procedures.
		4.3	Describe different ways of identifying, recording and reporting breakdowns in communication.
		4.4	Describe the organisational procedures that can be implemented to restore effective communications for a range of breakdown causes.
5	Communicate and organise the work being done with other operations as per the agreed work programme.	5.1	Organise and coordinate the work programmes and project requirements with other occupations, within predetermined levels of authorisation.
		5.2	Define their predetermined levels of authorisations and explain the methods of communicating, organising and coordinating work with other work activities/operations.

6	Organise and ensure there are sufficient resources, of the appropriate type, to meet the project requirements and timescales.	6.1	Identify, source and organise sufficient, suitable resources to meet project requirements.
		6.2	Allocate resources in accordance with the methods of work and project requirements.
		6.3	Describe ways of identifying, obtaining, organising and allocating the required resources for the project.
		6.4	Explain methods of planning for resources, in relation to: <ul style="list-style-type: none"> • Workforce. • Tools. • Plant and ancillary equipment. • Materials. • Information.
7	Organise and control the work and resources so that conditions are safe and the workplace is tidy.	7.1	Implement systems to manage resources, maintain site tidiness and dispose of waste in accordance with current organisational and statutory requirements and within predetermined levels of authorisation.
		7.2	Explain different ways of controlling the workplace and resources to create and maintain safe conditions and a tidy workplace in accordance with organisational requirements.
8	Identify and record any unplanned circumstances and pass them on to people who may be affected.	8.1	Identify any unplanned circumstances which can affect the project or people, in relation to at least five of the following: <ul style="list-style-type: none"> • Occupiers. • Environment. • Vehicular access. • Hazards. • Trespass. • Near neighbours. • Public access. • Workplace conditions. • Health, safety and welfare. • Statutory regulations and limitations. • Codes of Practice.

8	<i>Continued</i>	8.2	Use appropriate methods to record and report any unplanned circumstances identified.
		8.3	Supply information on any identified unplanned circumstances to those who would be affected.
		8.4	Explain different ways of identifying what are unplanned circumstances.
		8.5	Describe the methods of recording and reporting any unplanned circumstances.
		8.6	Explain ways information relating to unplanned circumstances can be passed on to the people affected.
9	Organise the designated work area for operational purposes and communicate to the workforce.	9.1	<p>Manage/supervise the designated work area for operational purposes for at least five of the following:</p> <ul style="list-style-type: none"> • Safe storage. • Temporary works. • Environmental considerations. • Plant and/or equipment. • Temporary services. • Access and egress. • Security. • Continued use by occupiers. • Welfare facilities.
		9.2	Inform relevant workforce of the designated work area for operational purposes.
		9.3	Explain the methods and techniques used for passing on information about the designated work area to the workforce.
		9.4	Explain different ways of organising/arranging the designated work area for operational purposes.

10	Organise the storage and use of materials and equipment so that handling and movement is efficient and wastage is minimised.	10.1	Plan and arrange the safe storage and efficient use of materials and equipment relevant to the occupational work environment in accordance with current statutory and organisational requirements.
		10.2	Plan and arrange material handling and movement to enable minimum handling, movement and waste.
		10.3	Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and equipment.

Title:	Coordinating and Organising Work Operations in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40

Additional Assessment Information

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

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
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- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

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

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

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

Title:	Conforming to General Health, Safety and Welfare in the Workplace		Level:	1	
Unit Number:	M/508/6537	TQT:	20	GLH:	7
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
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: <ul style="list-style-type: none"> • 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	<i>Continued</i>	1.7	State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
		1.8	State how to comply with control measures that have been identified by risk assessments and safe systems of work.
2	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1	Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
		2.2	List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
		2.3	List the current Health and Safety Executive top ten safety risks.
		2.4	List the current Health and Safety Executive top five health risks.
		2.5	State how changing circumstances within the workplace could cause hazards.
		2.6	State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
		3	Comply with organisational policies and procedures to contribute to health, safety and welfare.
3.2	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	<i>Continued</i>	3.6	<p>State the organisational policies and procedures for health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> • 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	<p>State the appropriate types of fire extinguishers relevant to the work.</p>
		3.8	<p>State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.</p>
4	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	<p>Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.</p>
		4.2	<p>State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> • 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	<p>Give examples of how the behaviour and actions of individuals could affect others within the workplace.</p>

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: <ul style="list-style-type: none"> • During the working day. • On completion of the day's work. • For unauthorised personnel (other operatives and the general public). • For theft.
		5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Title:	Conforming to General Health, Safety and Welfare in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Additional Assessment Information

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

Title:	Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace			Level:	3
Unit Number:	R/652/0688	TQT:	170	GLH:	95
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when assessing and preparing subfloor surfaces for floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when assessing and preparing subfloor surfaces for floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.

3	Maintain safe and healthy work practices when assessing and preparing subfloor surfaces for floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to, in accordance with organisational authorisation and personal skills, in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of substances hazardous to health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to assess and prepare subfloor surfaces for floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Repair compounds. • Primers. • Smoothing compounds. • Fabricated underlayments. • Moisture measuring equipment. • Moisture control systems. • Contamination removers. • Hand and power tools and ancillary equipment.
		4.5	<p>Explain the organisational procedures to select resources, why they have been developed and how they are used.</p>

4	<i>Continued</i>	4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to assess and prepare subfloor surfaces for floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when assessing and preparing subfloor surfaces for floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when assessing and preparing subfloor surfaces for floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Strip. • Assess. • Scrape. • Clean. • Measure.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Assess and prepare subfloor surfaces to work instructions for the following:</p> <ul style="list-style-type: none"> • Removal of existing floorcoverings. • Removal of surface contaminants. • Application of repair compounds. • Application of primers. • Application of smoothing compounds or fabricated underlayments.
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to determine the state and composition of subfloor surfaces. • How to remove existing floorcoverings.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • How to make good surfaces prior to installation, including but not limited to using: <ul style="list-style-type: none"> ○ Primers. ○ Repair compounds. ○ Damp proof membranes. ○ Moisture vapour suppressants. • How to use moisture measuring equipment. • Why it is important to use moisture measuring equipment. • Why it is important to recognise and determine requirements for various floorcoverings: <ul style="list-style-type: none"> ○ Moisture content of subfloor. ○ Application of moisture control systems. ○ Acclimatisation of materials prior to installation. ○ Site conditions, to include: <ul style="list-style-type: none"> ▪ Temperature. ▪ Electricity. ▪ Water. • Why it is important to recognise types of subfloor contaminants and carry out methods of removal. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use hand and power tools and ancillary equipment.
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7	<i>Continued</i>	7.4 Cont.	<ul style="list-style-type: none"> How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with assessing and preparing subfloor surfaces for floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Assessing and Preparing Subfloor Surfaces for Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	95

Additional Assessment Information

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Title:	Preparing and Fitting Underlays for Floorcoverings in the Workplace			Level:	3
Unit Number:	D/652/0690	TQT:	150	GLH:	85
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when preparing and fitting underlays for floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.		

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when preparing and fitting underlays for floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • Confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when preparing and fitting underlays for floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	Continued	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills, in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of substances hazardous to health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to prepare and fit underlays for floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Adhesives. • Tapes. • Underlays. • Associated fixings. • Fittings and components. • Hand and power tools and ancillary equipment.
		4.5	<p>Explain the organisational procedures to select resources, why they have been developed and how they are used.</p>

4	<i>Continued</i>	4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to prepare and fit underlays for floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when preparing and fitting underlays for floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when preparing and fitting underlays for floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Cut. • Position. • Fit. • Secure.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Prepare and fit underlays for floorcoverings to work instructions.</p>

7	Continued	7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to check and ensure that subfloor surfaces are suitable to receive underlays. • Why it is important to acclimatise materials. • How to acclimatise materials. • How to position, fit and secure underlay materials and fittings to manufacturer's instructions. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with preparing and fitting underlays for floorcoverings.

7	<i>Continued</i>	7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Preparing and Fitting Underlays for Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	85

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Setting Out for Laying Floorcoverings in the Workplace			Level:	3
Unit Number:	J/652/0693	TQT:	200	GLH:	115
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when setting out for laying floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.		

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when setting out for laying floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.

3	Maintain safe and healthy work practices when setting out for laying floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills, in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	<p>Select the required quantity and quality of resources for the methods of work to set out for laying floorcoverings.</p>	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
4.2		<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>	
4.3		<p>Describe how to confirm that the resources and materials conform with the specification.</p>	
4.4		<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Hand tools. <ul style="list-style-type: none"> ○ Levels. ○ Lines. ○ Fixings. ○ Profiles. ○ Tape measures. ○ Lasers and other digital tools. • Power tools. • Setting out equipment. 	

4	<i>Continued</i>	4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to set out for laying floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when setting out for laying floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when setting out for laying floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Setting out equipment.
		7.3	<p>Set out areas to work instructions for laying floorcoverings on at least one of the following:</p> <ul style="list-style-type: none"> • Horizontal surfaces. • Inclined surfaces. • Stepped surfaces. • Shaped and coved areas.

7	Continued	<p>7.4 Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • Why it is important to maximise material efficiency within client guidelines. • The importance of transfer lines and datums. • How to set out starting points, lines and grid systems to: <ul style="list-style-type: none"> ○ Horizontal surfaces. ○ Inclined surfaces. ○ Stepped surfaces. ○ Shaped and coved areas. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and setting out equipment. • How and why operative care and maintenance of all hand and power tools and setting out equipment is carried out.
		<p>7.5 Describe the needs of other occupations.</p>
		<p>7.6 Explain the importance of teamwork and communication, and the needs of other occupations associated with setting out for laying floorcoverings.</p>

7	<i>Continued</i>	7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Setting Out for Laying Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	115

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Preparing Surfaces to Receive Floorcoverings in the Workplace			Level:	3
Unit Number:	L/652/0695	TQT:	240	GLH:	115
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when preparing surfaces to receive floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when preparing surfaces to receive floorcoverings.	2.1	<p>Describe their responsibilities regarding potential accidents, health hazards and the environmental impact whilst working in the workplace in relation to:</p> <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	<p>Describe the organisational security procedures for tools, equipment and personal belongings in relation to:</p> <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	<p>Describe the types of fire extinguishers and how and when they are used in relation to:</p> <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.

3	Maintain safe and healthy work practices when preparing surfaces to receive floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to, in accordance with organisational authorisation and personal skills, in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	<p>Select the required quantity and quality of resources for the methods of work to prepare surfaces to receive floorcoverings.</p>	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
4.2		<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>	
4.3		<p>Describe how to confirm that the resources and materials conform with the specification.</p>	
4.4		<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Fabricated underlayments. • Smoothing underlays. • Sheet membranes. • Bonding agents. • Adhesives. • Primers. • Levelling compounds. • Cleansing agents. • Repair materials. • Moisture control systems. • Mechanical fixings. • Hand and power tools and ancillary equipment. 	

4	<i>Continued</i>	4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to prepare surfaces to receive floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when preparing surfaces to receive floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.

6	Complete the work within the allocated time when preparing surfaces to receive floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.
		6.2	Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	Demonstrate the following work skills: <ul style="list-style-type: none"> • Measure. • Quantify. • Mark out. • Scrape. • Abrade. • Smooth. • Condition. • Mix. • Apply. • Finish. • Position. • Secure.
		7.2	Use and maintain: <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.

7	Continued	7.3	<p>Prepare surfaces to receive floorcoverings to working instructions for the following:</p> <ul style="list-style-type: none"> • Cementitious surfaces. • Proprietary screeds. • Timber-based surfaces. • Uneven floor areas. • Suspended floors. • Staircases.
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to prepare surfaces to receive floorcoverings to include: <ul style="list-style-type: none"> ○ Cementitious surfaces. ○ Proprietary screeds. ○ Timber-based floors. ○ Uneven floor areas. ○ Suspended floors. ○ Staircases. • How to repair and secure boards. • How to cut, fit and install fabricated underlayments. • How to apply smoothing underlays. • How to apply moisture control systems. • How to apply bonding agents and primers. • How to apply surface levellers. • How to apply sheet membranes. • How to scrape, abrade, clean and smooth floor surfaces. • How to repair minor surface faults. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with assessing and preparing subfloor surfaces for floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Preparing Surfaces to Receive Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	115

Additional Assessment Information

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

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

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

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- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
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Assessors may wish to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not**, in themselves, constitute evidence of achievement.

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

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

Title:	Installing Textile Floorcoverings in the Workplace			Level:	3
Unit Number:	R/652/0697	TQT:	200	GLH:	80
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when installing textile floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.		

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing textile floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when installing textile floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	<i>Continued</i>	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of substances hazardous to health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to install textile floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Textile sheet and tile floorcoverings. • Adhesives: <ul style="list-style-type: none"> ○ Tape. ○ Liquid. • Textile underlays. • Edgings and trims. • Nosings (contract work). • Protection materials. • Associated fixings, fittings and components. • Hand and power tools and ancillary equipment.

4	<i>Continued</i>	4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to install textile floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing textile floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when installing textile floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Cut. • Join. • Stretch. • Match. • Secure.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Install textile sheet and tile floorcoverings, in contract or domestic situations, to working instructions to the following surfaces and areas:</p> <ul style="list-style-type: none"> • Horizontal. • Inclined. • Stepped. • Shaped and coved. <p>Install textile sheet and tile floorcoverings, in contract or domestic situations, to working instructions on the following:</p> <ul style="list-style-type: none"> • Solid floors. • Timber-based floors. • Suspended floors. • Steps.

7	Continued	7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • Why it is necessary to check and ensure that subfloor surfaces are suitable for installing textile floorcoverings. • Why it is important to evaluate floor moisture content. • Why it is important to acclimatise materials and products. • Why it is important to ensure that the correct underlays have been installed. • How to install textile sheet and tile floorcoverings, in contract and domestic situations: <ul style="list-style-type: none"> ○ To horizontal, inclined and stepped surfaces. ○ To shaped and coved surfaces. ○ To setting out points and lines. ○ With the correct pile direction. • How to install textile sheet and tile floorcoverings, in contract and domestic situations onto: <ul style="list-style-type: none"> ○ Solid floors. ○ Timber-based floors. ○ Suspended floors. ○ Steps. ○ Straight staircases. ○ Winding staircases. • How to install edgings and trims. • How to install and secure nosings (contract work). • Why it is important to protect finished floorcoverings. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly.
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7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with installing textile floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Installing Textile Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	80

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Installing Resilient Floorcoverings in the Workplace			Level:	3
Unit Number:	T/652/0698	TQT:	390	GLH:	150
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when installing resilient floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.		

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing resilient floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.

3	Maintain safe and healthy work practices when installing resilient floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	<p>Select the required quantity and quality of resources for the methods of work to install resilient floorcoverings.</p>	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
4.2		<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>	
4.3		<p>Describe how to confirm that the resources and materials conform with the specification.</p>	
4.4		<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Resilient sheet and tile floorcoverings. • Adhesives. • Welding materials. • Ancillaries. • Pre-formed curves. • Cove former. • Skirtings. • Cappings. • Protection materials. • Associated fixings, fittings and components. • Hand and power tools and ancillary equipment. 	

4	<i>Continued</i>	4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to install resilient floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing resilient floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when installing resilient floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Position. • Fit. • Join. • Roll. • Weld or seal.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Install resilient sheet and tile floorcoverings, in contract or domestic situations, to working instructions to the following surfaces and areas:</p> <ul style="list-style-type: none"> • Horizontal. • Inclined. • Stepped. • Skirtings. <p>Install resilient sheet and tile floorcoverings, in contract or domestic situations, to working instructions on the following floors:</p> <ul style="list-style-type: none"> • Solid floors: <ul style="list-style-type: none"> ○ Concrete. ○ Screed. • Timber-based floors.

7	Continued	7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • Why it is necessary to check and ensure that subfloor surfaces are suitable for installing resilient floorcoverings. • Why it is important to acclimatise materials and products. • How to position, fit and secure resilient sheet and tile floorcoverings, in contract and domestic situations, with appropriate components to: <ul style="list-style-type: none"> ○ Horizontal surfaces. ○ Inclined surfaces. ○ Stepped surfaces. ○ Setting out points. ○ Lines. ○ Predetermined shapes. • How to install resilient sheet and tile floorcoverings, in contract and domestic situations to: <ul style="list-style-type: none"> ○ Solid floors. ○ Timber-based floors. • How to identify levels, falls and gradient to dress resilient floorcoverings, in domestic and contract situations. • How to form upstands and skirtings. • How to weld and seal. • How to secure ancillaries. • How to fit to straight and winding staircases. • Why it is important to protect finished floor surfaces. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance.
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7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with installing resilient floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Installing Resilient Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	150

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Assessing and Evaluating Conditions for Floorcoverings in The Workplace		Level:	3	
Unit Number:	K/652/0701	TQT:	230	GLH:	160
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when assessing and evaluating conditions for floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when assessing and evaluating conditions for floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when assessing and evaluating conditions for floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	Continued	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to assess and evaluate conditions for floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Testing and recording equipment and instruments. • Ancillary equipment.
		4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to assess and evaluate conditions for floorcoverings.

5	Minimise the risk of damage to the work and surrounding area when assessing and evaluating conditions for floorcoverings.	5.1	<p>Comply with organisational procedures to protect the work and its surrounding area from damage by:</p> <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	<p>Explain why and how the disposal of waste must be carried out safely in accordance with the following:</p> <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when assessing and evaluating conditions for floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.
		6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Set up test. • Read. • Record.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Testing equipment. • Recording equipment. • Ancillary equipment.
		7.3	<p>Carry out tests to working instructions on the following floor surfaces:</p> <ul style="list-style-type: none"> • Cementitious surfaces. • Proprietary screeds. • Timber-based surfaces. • Existing subfloors.
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How and why equipment is calibrated. • How to use testing and recording equipment to assess floor suitability. • Why it is necessary to test air conditions (temperature, humidity). • Why it is necessary to test floor conditions (dampness). • Why it is necessary to survey site conditions. • How to record and evaluate test results. • How to assess findings and produce a report. • How to determine treatment methods. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use testing and recording equipment and ancillary equipment. • How and why operative care and maintenance of all testing and recording equipment and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with assessing and evaluating conditions for floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Assessing and Evaluating Conditions for Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	160

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Joining and Repairing Textile Floorcoverings in the Workplace			Level:	3
Unit Number:	L/652/0702	TQT:	110	GLH:	45
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when joining and repairing textile floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when joining and repairing textile floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when joining and repairing textile floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	<i>Continued</i>	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to join and repair textile floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Pile. • Jointing tapes. • Adhesives. • Repair materials. • Electric seamers. • Hand and power tools and ancillary equipment.
		4.5	<p>Explain the organisational procedures to select resources, why they have been developed and how they are used.</p>

4	<i>Continued</i>	4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to join and repair floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when joining and repairing textile floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when joining and repairing textile floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Cut. • Match. • Join. • Seam. • Fit. • Secure. • Finish.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Join and repair textile floorcoverings to working instructions.</p>
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to form seams and edges. • How to pattern match. • How to secure fittings and door trims. • How to remove damaged areas and patch repair by: <ul style="list-style-type: none"> ○ Product. ○ Colour. ○ Range. • How to seam carpets with heat using the following: <ul style="list-style-type: none"> ○ Electric. ○ Adhesive.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to recognise and determine if underfloor heating is in in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with joining and repairing textile floorcoverings organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Joining and Repairing Textile Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	45

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace		Level:	4	
Unit Number:	T/652/0705	TQT:	250	GLH:	120
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when setting out floor areas for specified design floorcovering installations.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.		

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when setting out floor areas for specified design floorcovering installations.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when setting out floor areas for specified design floorcovering installations.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	<i>Continued</i>	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of substances hazardous to health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to set out floor areas for specified design floorcovering installations.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Hand tools: <ul style="list-style-type: none"> ○ Levels. ○ Lines. ○ Fixings. ○ Profiles. ○ Tape measures. ○ Lasers and other digital tools. • Power tools. • Setting out equipment.
		4.5	<p>Explain the organisational procedures to select resources, why they have been developed and how they are used.</p>
		4.6	<p>Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.</p>

4	<i>Continued</i>	4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to set out floor areas for specified design floorcovering installations.
5	Minimise the risk of damage to the work and surrounding area when setting out floor areas for specified design floorcovering installations.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when setting out floor areas for specified design floorcovering installations.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Transfer lines. • Datums.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Setting out equipment.
		7.3	<p>Set out areas for at least one of the following:</p> <ul style="list-style-type: none"> • Horizontal surfaces. • Inclined surfaces. • Stepped surfaces. • Shaped and covered areas. <p>For specified design installations to working instructions, for at least one of the following floorcoverings:</p> <ul style="list-style-type: none"> • Textiles. • Resilient. • Timber-based.

7	Continued	7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • Why it is important to maximise material efficiency within client guidelines. • How to interpret floor plans and transfer specified designs to floor areas for the following: <ul style="list-style-type: none"> ○ Patterns. ○ Border. ○ Inset designs. • How to use transfer lines and datums. • How to set out: <ul style="list-style-type: none"> ○ Starting points. ○ Lines. ○ Grid systems, including: <ul style="list-style-type: none"> ▪ Angles. ▪ Levels. ▪ Diagonals. <p>to:</p> <ul style="list-style-type: none"> ○ Horizontal surfaces. ○ Inclined surfaces. ○ Stepped surfaces. ○ Shaped and coved areas. <ul style="list-style-type: none"> • How to set out areas for specified design floorcovering installations for the following: <ul style="list-style-type: none"> ○ Patterns. ○ Border. ○ Inset designs. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance.
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7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and setting out equipment. • How and why operative care and maintenance of all hand and power tools and setting out equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with setting out floor areas for specified design floorcovering installations.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Setting Out Floor Areas for Specified Design Floorcovering Installations in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	120

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

Title:	Installing Specified Design Resilient or Textile Floorcoverings in the Workplace		Level:	4
Unit Number:	Y/652/0706	TQT:	470	GLH: 215
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>		
1	Interpret the information relating to the work and resources when installing specified design resilient or textile floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 	
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.	
		1.3	Describe why the organisational procedures have been developed and how they are implemented.	
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 	

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing specified design resilient or textile floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental, impact whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when installing specified design resilient or textile floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	Continued	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	<p>Demonstrate compliance with relevant legislation and official guidance relating to the following:</p> <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	<p>Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	<p>Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to install specified design resilient or textile floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Sheet and tile textile and resilient floorcoverings. • Cover and jointing materials. • Ancillaries. • Protection materials. • Associated fixings, fittings and components. • Hand and power tools and ancillary equipment.
		4.5	<p>Explain the organisational procedures to select resources, why they have been developed and how they are used.</p>
		4.6	<p>Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.</p>

4	<i>Continued</i>	4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to install specified design resilient or textile floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing specified design resilient or textile floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when installing specified design resilient or textile floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Cut. • Join. • Match. • Fit. • Position. • Secure. • Finish.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Install sheet and tile resilient or textile floorcoverings, to working instructions, in contract or domestic situations, to form at least one of the following specified designs:</p> <ul style="list-style-type: none"> • Patterns. • Panels. • Border. • Inset designs.

7	Continued	7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to check and ensure that subfloor surfaces are suitable for installing specified design, sheet and tile, resilient and textile floorcoverings. • How to interpret floor plans and transfer specified designs to floor areas for: <ul style="list-style-type: none"> ○ Patterns. ○ Border. ○ Panels. ○ Inset designs. • Why it is important to ensure the appropriate underlays are in place. • How to check: <ul style="list-style-type: none"> ○ Datums. ○ Lines. ○ Angles. ○ Levels. ○ Diagonals. • Why it is important to acclimatise floorcoverings. • How to cut and join, sheet and tile resilient and textile floorcoverings, to form specified designs in contract and domestic situations for: <ul style="list-style-type: none"> ○ Patterns. ○ Border. ○ Panels. ○ Inset designs. • How to position, fit and secure, sheet and tile resilient and textile floorcoverings, to setting out and reference marks for specified design installations in contract and domestic situations for: <ul style="list-style-type: none"> ○ Patterns. ○ Border. ○ Panels. ○ Inset designs. • Why it is important to protect installed floorcoverings.
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7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with installing specified design resilient or textile floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Installing Specified Design Resilient or Textile Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	215

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

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

Title:	Installing Timber-Based Floorcoverings in the Workplace		Level:	3
Unit Number:	D/652/0708	TQT:	240	GLH: 100
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>		
1	Interpret the information relating to the work and resources when installing timber-based floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 	
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.	
		1.3	Describe why the organisational procedures have been developed and how they are implemented.	
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 	
		1.5	Describe the range of relevant digital services, tools and systems, and how they are used.	

1	<i>Continued</i>	1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing timber-based floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental impact whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when installing timber-based floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.
		3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.

3	<i>Continued</i>	3.3	<p>Demonstrate compliance with relevant legislation and official guidance relating to the following:</p> <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	<p>Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	<p>Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.</p>
		3.6	<p>Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.
		3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of Substances Hazardous to Health (COSHH).

4	Select the required quantity and quality of resources for the methods of work to install timber-based floorcoverings.	4.1	Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.
		4.3	Describe how to confirm that the resources and materials conform with the specification.
		4.4	Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Wood block, solid wood, engineered wood and laminate floorcoverings. • Undercarriage systems. • Expansion joints. • Adhesives. • Surface treatments. • Finishes. • Thresholds. • Skirtings. • Cover strips. • Ancillaries. • Protection materials. • Associated fixings, fittings and components. • Hand and power tools and ancillary equipment.
		4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.

4	<i>Continued</i>	4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to install timber-based floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing timber-based floorcoverings.	5.1	Comply with organisational procedures to protect the work and its surrounding area from damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.
		5.4	Explain why and how the disposal of waste must be carried out safely in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when installing timber-based floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.

6	<i>Continued</i>	6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Cut. • Position. • Fit. • Finish.
		7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Install and finish at least two of the following floorcoverings, in contract or domestic situations, to working instructions:</p> <ul style="list-style-type: none"> • Wood block. • Solid wood. • Engineered wood. • Laminate.
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • Why it is necessary to check and ensure that subfloors are suitable for installing timber-based floorcoverings. • How to install undercarriage systems. • How to position, fit, and finish wood block, solid wood, laminate and engineered wood floorcoverings, in contract and domestic situations, to setting out points and to predetermined patterns.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is important to form provision for expansion. • How to finish the laid flooring. • Why and how it is important to protect finished floor surfaces. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance. • Why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with installing timber-based floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Installing Timber-Based Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	100

Additional Assessment Information

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

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

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

An observation report and witness testimony are differentiated as follows:

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

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

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

Title:	Installing Specified Design Wood and Timber-Based Floorcoverings in the Workplace		Level:	4	
Unit Number:	K/652/0710	TQT:	330	GLH:	130
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Interpret the information relating to the work and resources when installing specified design wood and timber-based floorcoverings.	1.1	Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. 		
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
		1.3	Describe why the organisational procedures have been developed and how they are implemented.		
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Electronic data. • Manufacturers' information. • Current legislation and regulations governing buildings. 		

1	<i>Continued</i>	1.5	Describe the range of relevant digital services, tools and systems, and how they are used.
		1.6	Explain the importance of reporting and rectifying incorrect information.
2	Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing specified design wood and timber-based floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environmental, impact whilst working in the workplace in relation to: <ul style="list-style-type: none"> • Below ground level. • In confined spaces. • At height. • Tools and equipment. • Materials and substances. • Moving and storing materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative. • Site. • Workplace. • Vehicles. • Company. • Customer. • The general public.
		2.3	Explain the accident reporting procedures and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water. • Co₂. • Foam. • Powder.
3	Maintain safe and healthy work practices when installing specified design wood and timber-based floorcoverings.	3.1	Outline information for relevant, current legislation and official guidance and how it is applied.

3	<i>Continued</i>	3.2	Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
		3.3	Demonstrate compliance with relevant legislation and official guidance relating to the following: <ul style="list-style-type: none"> • Safe use of health and safety control equipment. • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.4	Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: <ul style="list-style-type: none"> • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.5	Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
		3.6	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: <ul style="list-style-type: none"> • Fires, spillages, injuries. • Emergencies relating to occupational activities. • Identification of and reporting of asbestos containing materials.

3	<i>Continued</i>	3.7	<p>Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Risk assessment. • Methods of work. • Personal assessment. • Manufacturers' technical information. • Statutory regulations. • Official guidance. • Control of substances hazardous to health (COSHH).
4	Select the required quantity and quality of resources for the methods of work to install specified design wood and timber-based floorcoverings.	4.1	<p>Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> • Materials. • Components and fixings. • Tools and equipment.
		4.2	<p>Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.</p>
		4.3	<p>Describe how to confirm that the resources and materials conform with the specification.</p>
		4.4	<p>Describe how the resources should be used and how any problems associated with the resources are reported in relation to:</p> <ul style="list-style-type: none"> • Timber-based floorcoverings. • Wood blocks: <ul style="list-style-type: none"> ○ Shaped. ○ Interlocking. • Expansion joints. • Thresholds. • Skirtings. • Cover strips. • Ancillaries. • Adhesives. • Seals. • Lacquers. • Oils.

4	Continued	4.4 Cont.	<ul style="list-style-type: none"> • Wax. • Stains. • Protection materials. • Associated fixings, fittings and components. • Hand and power tools and ancillary equipment.
		4.5	Explain the organisational procedures to select resources, why they have been developed and how they are used.
		4.6	Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
		4.7	Describe the methods of calculating the quantity, length and wastage associated with the method and procedure to install specified design wood and timber-based floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing specified design wood and timber-based floorcoverings.	5.1	<p>Comply with organisational procedures to protect the work and its surrounding area from damage by:</p> <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy work area. • Disposing of waste in accordance with current legislation.
		5.2	Explain why it is important to maintain a safe, clear and tidy work area.
		5.3	Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions and how to minimise the damage to existing building fabric.

5	<i>Continued</i>	5.4	<p>Explain why and how the disposal of waste must be carried out safely in accordance with the following:</p> <ul style="list-style-type: none"> • Environmental responsibilities. • Organisational procedures. • Manufacturers' information. • Statutory regulations. • Official guidance.
6	Complete the work within the allocated time when installing specified design wood and timber-based floorcoverings.	6.1	Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client.
		6.2	<p>Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • The types of progress charts, timetables and estimated times. • The organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the contract information to carry out the work efficiently to the required specification.	7.1	<p>Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measure. • Mark out. • Join. • Position. • Fit. • Secure. • Sand. • Clean. • Stain. • Seal. • Wax. • Lacquer. • Finish. • Protect.

7	Continued	7.2	<p>Use and maintain:</p> <ul style="list-style-type: none"> • Hand tools. • Power tools. • Ancillary equipment.
		7.3	<p>Installing wood or timber-based floorcoverings, to working instructions, in contract or domestic situations, to form at least one of the following specified designs:</p> <ul style="list-style-type: none"> • Parquet and herringbone. • Mosaics. • Panels. • Border. • Inset designs.
		7.4	<p>Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to check and ensure that subfloor surfaces are suitable for installing specified design wood and timber-based floorcoverings. • How to interpret floor plans and transfer specified designs to floor areas for: <ul style="list-style-type: none"> ○ Parquet and herringbone. ○ Mosaics. ○ Border. ○ Panels. ○ Inset designs. • Why it is important to ensure the appropriate underlays are in place. • How to check: <ul style="list-style-type: none"> ○ Datums. ○ Lines. ○ Angles. ○ Levels. ○ Diagonals. • Why it is important to acclimatise floorcoverings.

7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • How to cut and join wood and timber-based floorcoverings to form specified designs in contract and domestic situations for: <ul style="list-style-type: none"> ○ Parquet and herringbone. ○ Mosaics. ○ Border. ○ Panels. ○ Inset designs. • How to position, install and secure wood and timber-based floorcoverings, to setting out and reference marks for specified design installations in contract and domestic situations for: <ul style="list-style-type: none"> ○ Parquet and herringbone. ○ Mosaics. ○ Border. ○ Panels. ○ Inset designs. • How to form expansion joints. • How to: <ul style="list-style-type: none"> ○ Clean. ○ Sand. ○ Stain. ○ Wax. ○ Oil. ○ Lacquer. ○ Protect. <p>Wood and timber-based floorcoverings in contract and domestic situations.</p> <ul style="list-style-type: none"> • Why it is important to finish and seal wood and timber-based floorcoverings in contract and domestic situations. • Why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly. • Why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly. • The relevance of an assessment and its significance.
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7	Continued	7.4 Cont.	<ul style="list-style-type: none"> • Why it is necessary to understand how to recognise specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance. • How to work with, around and in close proximity to plant and machinery. • How to work at height using access equipment. • How to use all hand and power tools and ancillary equipment. • How and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out.
		7.5	Describe the needs of other occupations.
		7.6	Explain the importance of teamwork and communication, and the needs of other occupations associated with installing specified design wood and timber-based floorcoverings.
		7.7	Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others.
		7.8	Explain the importance of mental health awareness and wellbeing.

Title:	Installing Specified Design Wood and Timber-Based Floorcoverings in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>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.</p> <p>Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	130

Additional Assessment Information

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Appendix One – Command Verb Definitions

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

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



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