



Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)

Qualification Specification

Contents

	Page
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	5
Support for candidates	5
Assessment	6
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	7
Certification	7
Learning Outcomes and Assessment Criteria	8

Introduction

The aim of this qualification is to recognise the knowledge, skills and competence of individuals who work in this specialised area of the construction industry. This qualification enables learners to gain recognition for their skills and the potential to take on more responsibility in the workplace.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

Qualification Profile

Qualification title	ProQual Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)
Ofqual qualification number	601/7791/3
Level	Level 2
Total qualification time	310 hours
Guided learning hours	104
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/10/15
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

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

Qualification Structure

Candidates must complete all of the **Mandatory** units. Learners may complete the **Additional** unit but this does not count towards the qualification.

Mandatory Units – complete all units			
Unit Reference Number	Unit Title	Unit Level	GLH
J/503/2547	Preparing Backgrounds to Receive Wall and/or Floor Tiling in the Workplace	2	27
L/503/2548	Tiling Wall and Floor Surfaces in the Workplace	2	43
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	7
J/503/1169	Conforming to Productive Working Practices in the Workplace	2	10
F/503/1171	Moving, Handling and Storing Resources in the Workplace	2	17
Additional Unit			
Unit Reference Number	Unit Title	Unit Level	GLH
A/503/2559	Laying Under Tile Electrical Heating Systems and Tiling Surfaces in the Workplace	2	40

Centre Requirements

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

Staff

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

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

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

Assessment

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

Assessment guidance is included to assure consistency.

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

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

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

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

Learning outcomes and assessment criteria for this qualification can be found from page 8.

Internal Quality Assurance

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

Adjustments to Assessment

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

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

Results Enquiries and Appeals

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

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

ProQual Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)

Claiming certificates

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

Replacement certificates

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

Learning Outcomes and Assessment Criteria

Unit J/503/2547

Preparing Backgrounds to Receive Wall and/or Floor Tiling in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Interpret the given information relating to the work and resources when preparing backgrounds for wall and/or floor tiling.</p>	<p>1.1 Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statements.</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.</p>
<p>2 Know how to comply with relevant legislation and official guidance when preparing backgrounds for wall and/or floor tiling.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</p> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports.</p>
<p>3 Maintain safe working practices when preparing backgrounds for wall and/or floor tiling.</p>	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing backgrounds for wall and/or floor tiling.</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|--|-----|--|
| 4 | Select the required quantity and quality of resources for the methods of work to prepare backgrounds for wall and/or floor tiling. | 3.2 | Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing backgrounds for wall and/or floor tiling, and the types, purpose and limitations of each type, the work situation and 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). |
| | | 3.3 | Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. |
| | | 3.4 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| | | 4.1 | Select resources associated with own work in relation to materials, components, accessories, tools and equipment. |
| | | 4.2 | Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none">– sand, cement, plaster renders, screeds, trim, bonding/priming agents, waterproofing agents, accessories– hand and/or powered tools and associated equipment. |
| | | 4.3 | Describe how the resources should be used correctly and how problems associated with the resources are reported. |
| | | 4.4 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources. |
| | | 4.5 | Describe any potential hazards associated with the resources and method of work. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|---|--|---|
| | 4.6 | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare backgrounds for wall and/or floor tiling. | |
| 5 | Minimise the risk of damage to the work and surrounding area when preparing backgrounds for wall and/or floor tiling. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Minimise damage and maintain a clean work space. |
| | | 5.3 | Dispose of waste in accordance with legislation. |
| | | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. |
| | | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |
| 6 | Complete the work within the allocated time when preparing backgrounds for wall and/or floor tiling. | 6.1 | Demonstrate completion of the work within the allocated time. |
| | | 6.2 | State the purpose of the work programme and explain why deadlines should be kept in relation to:
– types of progress charts, timetables and estimated times
– organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to prepare backgrounds for wall and/or floor tiling to the required specification. | 7.1 | Demonstrate the following work skills when preparing backgrounds for wall and/or floor tiling:
– measuring, setting out, stripping, cutting out, removing, making good, applying, finishing, positioning, securing and finishing. |
| | | 7.2 | Prepare and apply new and/or existing surfaces (to receive ceramic and natural stone wall and floor tiling) to given working instructions for:
– brick, block, tiles, concrete and manufactured board surfaces, cement and sand surfaces |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- application of appropriate accessories.
- 7.3 Safely use materials, hand tools, portable power tools and associated equipment.
- 7.4 Safely store the materials, tools and equipment used when preparing backgrounds for wall and/or floor tiling.
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - prepare brick, block, tiles, concrete, manufactured board surfaces, membranes and gypsum based surfaces
 - mix and apply cement and sand renders/screed and plaster renders
 - mix and apply proprietary material to make good the surfaces
 - install appropriate accessories
 - use waterproof decoupling and acoustic membranes
 - install movement joints
 - use hand tools, power tools and associated equipment
 - work at height
 - use access equipment.
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing backgrounds for tiling.
- 7.7 Describe how to maintain the tools and equipment used when preparing backgrounds for tiling.

Unit L/503/2548

Tiling Wall and Floor Surfaces in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when tiling wall and floor surfaces.	1.1 Interpret and extract relevant information from drawings specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information related to the work to be carried out. 1.2 Comply with information and/or instructions derived from risk assessments and method statements. 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2 Know how to comply with relevant legislation and official guidance when tiling wall and floor surfaces.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when tiling wall and floor surfaces.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when tiling wall and floor surfaces. 3.2 Explain why and when health and safety control equipment, identified by the principles of protection,

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- should be used, relating to tiling wall and floor surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV).
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
- 4 Select the required quantity and quality of resources for the methods of work to tile wall and floor surfaces.
- 4.1 Select resources associated with own work in relation to materials, components, accessories, tools and equipment.
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- wall and floor tiles, grout, adhesives, accessories
 - hand and/or powered tools and associated equipment.
- 4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.
- 4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
- 4.5 Describe any potential hazards associated with the resources and method of work.
- 4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to tile wall and floor surfaces.

Learning Outcome - The learner will:**Assessment Criterion - The learner can:**

- | | | | |
|---|---|-----|---|
| 5 | Minimise the risk of damage to the work and surrounding area when tiling wall and floor surfaces. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Minimise damage and maintain a clean work space. |
| | | 5.3 | Dispose of waste in accordance with legislation. |
| | | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. |
| | | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |
| 6 | Complete the work within the allocated time when tiling wall and floor surfaces. | 6.1 | Demonstrate completion of the work within the allocated time. |
| | | 6.2 | State the purpose of the work programme and explain why deadlines should be kept in relation to:
– types of progress charts, timetables and estimated times
– organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to tile wall and floor surfaces to the required specification. | 7.1 | Demonstrate the following work skills when tiling wall and floor surfaces:
– measuring, setting out, cutting, removing, applying, positioning, securing and finishing. |
| | | 7.2 | Fix tiles to vertical, horizontal and inclined surfaces to given working instructions for:
– wall and floor surfaces
– reveals, cills and soffits (door and/or windows)
– floor drainage and outlets
– fixture of appropriate accessories. |
| | | 7.3 | Safely use materials, hand tools, portable power tools and associated equipment. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 7.4 Safely store the materials, tools and equipment used when tiling wall and floor surfaces.
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- fix and finish wall and floor tiles to regular and irregular vertical, horizontal and inclined surfaces, including staircase and landing (new and repair work)
 - remove existing tiles and prepare background
 - form reveals, cills and soffits (door and window openings)
 - form internal and external angles
 - fix channels/form drainage and outlets
 - use appropriate accessories
 - use hand tools, power tools and associated equipment
 - work at height
 - use access equipment.
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when tiling wall and floor surfaces.
- 7.7 Describe how to maintain the tools and equipment used when tiling wall and floor surfaces.

Unit A/503/1170 Conforming to General Health, Safety and Welfare in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Comply with all workplace health, safety and welfare legislation requirements.</p>	<p>1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.</p> <p>1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.</p> <p>1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.</p> <p>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:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). <p>1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.</p> <p>1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.</p> <p>1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.</p> <p>1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|--|-----|---|
| 2 | Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures. | 2.1 | Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures. |
| | | 2.2 | List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities. |
| | | 2.3 | List the current Health and Safety Executive top ten safety risks. |
| | | 2.4 | List the current Health and Safety Executive top five health risks. |
| | | 2.5 | State how changing circumstances within the workplace could cause hazards. |
| | | 2.6 | State the methods used for reporting changed circumstances, hazards and incidents in the workplace. |
| 3 | Comply with organisational policies and procedures to contribute to health, safety and welfare. | 3.1 | Interpret and comply with given instructions to maintain safe systems of work and quality working practices. |
| | | 3.2 | Contribute to discussions by offering/providing feedback relating to health, safety and welfare. |
| | | 3.3 | Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures. |
| | | 3.4 | Safely store health and safety control equipment in accordance with given instructions. |
| | | 3.5 | Dispose of waste and/or consumable items in accordance with legislation. |
| | | 3.6 | State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none">– dealing with accidents and emergencies associated with the work and environment– methods of receiving or sourcing information |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- reporting
 - stopping work
 - evacuation
 - fire risks and safe exit procedures
 - consultation and feedback.
 - 3.7 State the appropriate types of fire extinguishers relevant to the work.
 - 3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.
- 4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.
 - 4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
 - 4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:
 - recognising when to stop work in the face of serious and imminent danger to self and/or others
 - contributing to discussions and providing feedback
 - reporting changed circumstances and incidents in the workplace
 - complying with the environmental requirements of the workplace.
 - 4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.
- 5 Comply with and support all organisational security arrangements and approved procedures.
 - 5.1 Provide appropriate support for security arrangements in accordance with approved procedures:
 - during the working day
 - on completion of the day's work
 - for unauthorised personnel (other operatives and the general public)
 - for theft.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Unit J/503/1169 Conforming to Productive Working Practices in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Communicate with others to establish productive work practices.	1.1	Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
		1.2	Describe the different methods of communicating with line management, colleagues and customers.
		1.3	Describe how to use different methods of communication to ensure that the work carried out is productive.
2	Follow organisational procedures to plan the sequence of work.	2.1	Interpret relevant information from organisational procedures in order to plan the sequence of work.
		2.2	Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
		2.3	Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> – using resources for own and other’s work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions.
		2.4	Describe how to contribute to zero/low carbon work outcomes within the built environment.
3	Maintain relevant records in accordance with the organisational procedures.	3.1	Complete relevant documentation according to the occupation as required by the organisation.
		3.2	Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: <ul style="list-style-type: none"> – job cards – worksheets – material/resource lists – time sheets.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|--|-----|--|
| 4 | Maintain good working relationships when conforming to productive working practices. | 3.3 | Explain the reasons for ensuring documentation is completed clearly and within given timescales. |
| | | 4.1 | Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships. |
| | | 4.2 | Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others. |
| | | 4.3 | Describe how to maintain good working relationships, in relation to: <ul style="list-style-type: none">– individuals– customer and operative– operative and line management– own and other occupations. |
| | | 4.4 | Describe why it is important to work effectively with line management, colleagues and customers. |
| | | 4.5 | Describe how working relationships could have an effect on productive working. |
| | | 4.6 | Describe how to apply principles of equality and diversity when communicating and working with others. |

Unit F/503/1171

Moving, Handling and Storing Resources in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation. 1.2 Interpret the given information relating to the use and storage of lifting aids and equipment. 1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted. 1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 Explain what the accident reporting procedures are and who is responsible for making the reports. 2.4 State the appropriate types of fire extinguishers relevant to the work. 2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | |
|---|--|---|
| 3 | Maintain safe working practices when moving, handling and/or storing resources. | 3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources. |
| | | 3.2 Use lifting aids safely as appropriate to the work. |
| | | 3.3 Protect the environment in accordance with safe working practices as appropriate to the work. |
| | | 3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <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 health and safety control equipment relevant to the work should be used in accordance with the given instructions. |
| | | 3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| 4 | Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources. | 4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work. |
| | | 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none">– lifting and handling aids– container(s)– fixing, holding and securing systems. |
| | | 4.3 Describe how the resources should be handled and how any problems associated with the resources are reported. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and methods of work.
5	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1	Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Dispose of waste and packaging in accordance with legislation.
		5.3	Maintain a clean work space when moving, handling or storing resources.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when moving, handling and/or storing resources.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none">– progress charts, timetables and estimated times– organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1	Demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none">– moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.
		7.2	Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- sheet material
- loose material
- bagged or wrapped material
- fragile material
- tools and equipment
- components
- liquids.

7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.

7.4 Describe the needs of other occupations when moving, handling and/or storing resources.

Unit A/503/2559

Laying Under Tile Electrical Heating Systems and Tiling Surfaces in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the work and resources when laying under tile electrical heating systems and tiling surfaces.	<p>1.1 Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statements.</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.</p>
2 Know how to comply with relevant legislation and official guidance when laying under tile electrical heating systems and tiling surfaces.	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</p> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports.</p>
3 Maintain safe working practices when laying under tile electrical heating systems and tiling surfaces.	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when laying under tile electrical heating systems and tiling surfaces.</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|---|-----|--|
| 4 | Select the required quantity and quality of resources for the methods of work to lay under tile electrical heating systems and tiling surfaces. | 3.2 | Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to laying under tile electrical heating systems and tiling surfaces, and the types, purpose and limitations of each type, the work situation and 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). |
| | | 3.3 | Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. |
| | | 3.4 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| | | 4.1 | Select resources associated with own work in relation to materials, components, accessories, tools and equipment. |
| | | 4.2 | Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none">– electric under tile heating systems– under-floor heating systems– floor tiles, grouts, adhesives, floor screeds, levelling compounds, trims, movement joints, accessories– hand and/or powered tools and associated equipment. |
| | | 4.3 | Describe how the resources should be used correctly and how problems associated with the resources are reported. |
| | | 4.4 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
|---|---|---|---|
| | 4.5 | Describe any potential hazards associated with the resources and method of work. | |
| | 4.6 | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to lay under tile electrical heating systems and tiling surfaces. | |
| 5 | Minimise the risk of damage to the work and surrounding area when laying under tile electrical heating systems and tiling surfaces. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Minimise damage and maintain a clean work space. |
| | | 5.3 | Dispose of waste in accordance with legislation. |
| | | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. |
| | | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |
| 6 | Complete the work within the allocated time when laying under tile electrical heating systems and tiling surfaces. | 6.1 | Demonstrate completion of the work within the allocated time. |
| | | 6.2 | State the purpose of the work programme and explain why deadlines should be kept in relation to:
– types of progress charts, timetables and estimated times
– organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to lay under tile electrical heating systems and tiling surfaces | 7.1 | Demonstrate the following work skills when laying under tile electrical heating systems and tiling surfaces:
– measuring, setting out, cutting, applying, finishing, positioning and securing. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

to the required specification.

- 7.2 Position electrical under tile heating systems to horizontal surfaces to given working instructions.
- 7.3 Lay tile finish under tile heating systems to given working instructions.
- 7.4 Safely use materials, hand tools, portable power tools and associated equipment.
- 7.5 Safely store the materials, tools and equipment used when laying under tile electrical heating systems and tiling surfaces.
- 7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - position electrical under tile heating systems
 - confirm commission procedures for under floor heating systems
 - locate and provide movement joints
 - lay tiles over under-tile heating systems
 - lay tiles over under-floor heating systems
 - use hand tools, power tools and associated equipment.
- 7.7 Describe the needs of other occupations and how to effectively communicate within a team when laying under tile electrical heating systems and tiling surfaces.
- 7.8 Describe how to maintain the tools and equipment used when laying under tile electrical heating systems and tiling surfaces.



ProQual Awarding Body
ProQual House
Westbridge Court
Annie Med Lane
South Cave
HU15 2HG

Tel: 01430 423822

www.proqualab.com

enquiries@proqualab.com