



Level 2 NVQ Diploma in Formwork (Construction)

Qualification Specification

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Introduction

The Level 2 NVQ Diploma in Formwork is aimed at those who are involved in assembling, installing and subsequently removing formwork.

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 Diploma in Formwork (Construction)
Ofqual qualification number	601/1955/X
Level	Level 2
Total qualification time	430 hours
Guided learning hours	144
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/12/13
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, candidates may complete any of the Additional Units but these will not count towards the qualification.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	GLH
A/600/6814	Fabricating and maintaining timber and proprietary formwork systems in the workplace	2	20
D/600/6143	Erecting and striking timber and proprietary formwork in the workplace	2	60
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 Units			
Unit Reference Number	Unit Title	Unit Level	GLH
T/600/8013	Preparing and operating scissor-type mobile elevating work platforms – MEWP – in the workplace	2	40
Y/600/8019	Preparing and operating boom-type mobile elevating work platforms – MEWP – in the workplace	2	47
H/600/8024	Preparing and operating mast climber-type mobile elevating work platforms – MEWP – in the workplace	2	40
R/600/8102	Slinging and signalling the movement of loads – secondary role – in the workplace	2	27

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.

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 Diploma in Formwork (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 A/600/6814

Fabricating and Maintaining Timber and Proprietary Formwork Systems in the Workplace

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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

maintaining timber and proprietary formwork systems.

requirements when fabricating and maintaining timber and proprietary formwork systems.

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| 4 | Select the required quantity and quality of resources for the methods of work to fabricate and maintain timber and proprietary formwork systems. | 3.2 | Explain why and when personal protective equipment (PPE) should be used, relating to fabricating and maintaining timber and proprietary formwork systems, and the types, purpose and limitations of each type. |
| | | 3.3 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| | | 4.1 | Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none">– timber, timber sheets and non-timber based sheet material– proprietary formwork and associated items– tie systems– soldiers and walings– protective coatings– fixtures and fittings– access equipment– hand powered tools and equipment. |
| | | 4.2 | Select resources associated with own work in relation to materials, components, fixings, tools and equipment. |
| | | 4.3 | State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. |
| | | 4.4 | Outline potential hazards associated with the resources and method of work. |
| | | 4.5 | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to fabricate and maintain timber and proprietary formwork systems. |

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

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| 5 | Minimise the risk of damage to the work and surrounding area when fabricating and maintaining timber and proprietary formwork systems. | 5.1 | Protect the work and its surrounding area from damage. |
| | | 5.2 | Minimise damage and maintain a clean work space. |
| | | 5.3 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. |
| | | 5.4 | Dispose of waste in accordance with legislation. |
| | | 5.5 | State why the disposal of waste should be carried out in relation to the work. |
| 6 | Complete the work within the allocated time when fabricating and maintaining timber and proprietary formwork systems. | 6.1 | Demonstrate completion of the work within the allocated time. |
| | | 6.2 | State the purpose of the work programme and explain why deadlines should be kept in relation to:
– types of progress charts, timetables and estimated times
– organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to fabricate and maintain timber and proprietary formwork systems to the required specification. | 7.1 | Demonstrate the following work skills when fabricating and maintaining timber and proprietary formwork systems:
– measuring, marking out, cutting, positioning, securing, finishing, removing and storing. |
| | | 7.2 | Fabricate and maintain timber formwork systems to given working instructions:
– panels
– make ups
– box-outs
– stop ends
– bolt boxes. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 7.3 Assemble and maintain proprietary formwork systems to given working instructions with the addition of the following fabrications:
- proprietary panels
 - make ups
 - box-outs
 - stop ends
 - bolt boxes.
- 7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- fabricate formwork systems for columns, walls, beams, soffits, kickers and pre-cast units
 - maintain formwork systems for columns, walls, beams, soffits, kickers and pre-cast units
 - position and attach soldiers and walings
 - construct make ups, box-outs, bolt boxes and stop ends
 - position and secure tie systems
 - apply protective coatings
 - recognise when formwork needs repair
 - attach safe lifting provision
 - lift and move fabricated timber and proprietary formwork
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment.
- 7.5 Safely use and store hand tools, portable power tools and ancillary equipment.
- 7.6 State the needs of other occupations and how to communicate within a team when fabricating and maintaining timber and proprietary formwork systems.
- 7.7 Describe how to maintain the tools and equipment used when fabricating and maintaining timber and proprietary formwork systems.

D/600/6143

Erecting and Striking Timber and Proprietary Formwork in the Workplace

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

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| 4 | Select the required quantity and quality of resources for the methods of work to erect and strike timber and proprietary formwork. | 3.2 | Explain why and when personal protective equipment (PPE) relating to erecting and striking timber and proprietary formwork should be used, and the types, purpose and limitations of each type. |
| | | 3.3 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| | | 4.1 | Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none">– timber, timber sheets and non-timber based sheet material– proprietary formwork and associated items– tie systems– soldiers and walings– protective coatings– fixtures and fittings– access equipment– hand, powered tools and equipment. |
| | | 4.2 | Select resources associated with own work in relation to materials, components, fixings, tools and equipment. |
| | | 4.3 | State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. |
| | | 4.4 | Identify hazards associated with the resources and method of work. |
| | | 4.5 | Explain how to calculate quantity, length, area and wastage associated with the method/procedure to erect and strike timber and proprietary formwork. |
| 5 | Minimise the risk of damage to the work and surrounding area | 5.1 | Protect the work and its surrounding area from damage. |

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

when erecting and striking timber and proprietary formwork.	5.2	Minimise damage and maintain a clean work space.
	5.3	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4	Dispose of waste in accordance with legislation.
	5.5	State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when erecting and striking timber and proprietary formwork.	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">– 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 erect and strike timber and proprietary formwork to the required specification.	7.1	Demonstrate the following work skills when erecting and striking timber and proprietary formwork: <ul style="list-style-type: none">– measuring, marking out, cutting, positioning, securing, finishing, removing and storing.
	7.2	Erect and strike timber formwork to given working instructions for at least two of the following: <ul style="list-style-type: none">– walls– columns– beams– soffits– bases.
	7.3	Erect and strike proprietary formwork systems to given working instructions for at least one of the following: <ul style="list-style-type: none">– climbing

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- jumping
- slip form
- panel systems
- soldiers and/or walings.

- 7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- erect and strike formwork for walls, columns, beams, soffits, bases, kickers, stop ends and pre-cast units
 - erect and strike proprietary climbing, jumping, slip form and panel systems
 - attach and remove soldiers and walings
 - attach and remove safe lifting provision
 - position and strike box outs and bolt boxes, grout checks, level controls, angle fillets and features
 - position, secure and remove tie systems
 - apply release agents
 - identify differences in concrete pressure
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment.
- 7.5 Safely use and store hand tools and/or portable power tools and ancillary equipment.
- 7.6 State the needs of other occupations and how to communicate within a team when erecting and striking timber and proprietary formwork.
- 7.7 Describe how to maintain tools and equipment used to erect and strike timber and proprietary formwork.

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:

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| 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:

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| 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.	<p>1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.</p> <p>1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.</p> <p>1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.</p> <p>1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</p> <p>1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.</p>
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none">– 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. <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 the reports.</p> <p>2.4 State the appropriate types of fire extinguishers relevant to the work.</p> <p>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.</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| 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 T/600/8013

Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the use of scissor-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.
2 Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 State how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance to carry out accessing operations with scissor-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | |
|---|-----|---|
| | 3.2 | Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. |
| | 3.3 | State what the accident reporting procedures are and who is responsible for making reports. |
| 4 | | Maintain safe working practices when preparing for and carrying out accessing operations using scissor-type MEWPs. |
| | 4.1 | Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations. |
| | 4.2 | Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type. |
| | 4.3 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| 5 | | Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs. |
| | 5.1 | Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to:
– consumables, lubricants and fuels
– attachments and accessing discharging aids
– hand tools, ancillary equipment and/or accessories. |
| | 5.2 | Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment. |
| | 5.3 | State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. |
| | 5.4 | Outline potential hazards associated with the resources and method of work. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

	5.5	Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.	
6	Minimise the risk of damage to the work and surrounding area when accessing work areas using scissor-type MEWPs.	6.1	Protect the work and its surrounding area from damage.
		6.2	Minimise damage and maintain a clean work space.
		6.3	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.4	Dispose of waste in accordance with legislation.
		6.5	State why the disposal of waste should be carried out safely in relation to the work.
7	Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Shut down and secure scissor-type MEWPs.
		7.3	State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to accessing areas to carry out work using scissor-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 8.2 Prepare, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions.
- 8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
- identify the characteristics of the scissor-type MEWP used for accessing work
 - carry out performance checks
 - prepare, set up and adjust for operational requirements
 - complete functional checks
 - carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - identify the area for accessing
 - check to avoid damage to structures and utilities service apparatus
 - access working areas safely and securely
 - shut down and secure the scissor-type MEWP
 - use hand tools, ancillary equipment and accessories.
- 8.4 Safely use and store hand tools and ancillary equipment.
- 8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.
- 8.6 Describe how to maintain the plant, tools and equipment used to access working areas.

Unit Y/600/8019

Preparing and Operating Boom-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the use of boom-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.
2 Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 State how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		movement/storage of materials and by manual handling and mechanical lifting.
	3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3	State what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe working practices when preparing for and carrying out accessing operations using boom-type MEWPs.	
	4.1	Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2	Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type.
	4.3	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
5	Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	
	5.1	Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing discharging aids – hand tools, ancillary equipment and/or accessories.
	5.2	Request and select resources associated with boom-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.
	5.3	State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

	5.4	Outline potential hazards associated with the resources and method of work.	
	5.5	Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.	
6	Minimise the risk of damage to the work and surrounding area when accessing work areas using boom-type MEWPs.	6.1	Protect the work and its surrounding area from damage.
		6.2	Minimise damage and maintain a clean work space.
		6.3	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.4	Dispose of waste in accordance with legislation.
		6.5	State why the disposal of waste should be carried out safely in relation to the work.
7	Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Shut down and secure boom-type MEWPs.
		7.3	State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to accessing areas to carry out work using boom-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 8.2 Prepare, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions.
- 8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
- identify the characteristics of the boom-type MEWP used for accessing work
 - carry out performance checks
 - prepare, set up and adjust for operational requirements
 - complete functional checks
 - carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - identify the area for accessing
 - check to avoid damage to structures and utilities service apparatus
 - access working areas safely and securely
 - shut down and secure the boom-type MEWP
 - use hand tools, ancillary equipment and accessories.
- 8.4 Safely use and store hand tools and ancillary equipment.
- 8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.
- 8.6 Describe how to maintain the plant, tools and equipment used to access working areas.

Unit H/600/8024

Preparing and Operating Mast Climber-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the use of mast climber-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.
2 Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 State how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance to carry out accessing operations with mast climber-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | |
|---|-----|---|
| | 3.2 | Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. |
| | 3.3 | State what the accident reporting procedures are and who is responsible for making reports. |
| 4 | | Maintain safe working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs. |
| | 4.1 | Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations. |
| | 4.2 | Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type. |
| | 4.3 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| 5 | | Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs. |
| | 5.1 | Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to:
– consumables, lubricants and fuels
– attachments and accessing discharging aids
– hand tools, ancillary equipment and/or accessories. |
| | 5.2 | Request and select resources associated with mast climber-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment. |
| | 5.3 | State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. |
| | 5.4 | Outline potential hazards associated with the resources and method of work. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

	5.5	Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.	
6	Minimise the risk of damage to the work and surrounding area when accessing work areas using mast climber-type MEWPs.	6.1	Protect the work and its surrounding area from damage.
		6.2	Minimise damage and maintain a clean work space.
		6.3	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.4	Dispose of waste in accordance with legislation.
		6.5	State why the disposal of waste should be carried out safely in relation to the work.
7	Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Shut down and secure mast climber-type MEWPs.
		7.3	State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
8	Comply with the given contract information to accessing areas to carry out work using mast climber-type MEWPs to the required specification.	8.1	Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 8.2 Prepare, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions.
- 8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
- identify the characteristics of the mast climber-type MEWP used for accessing work
 - carry out performance checks
 - prepare, set up and adjust for operational requirements
 - complete functional checks
 - carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - identify the area for accessing
 - check to avoid damage to structures and utilities service apparatus
 - access working areas safely and securely
 - shut down and secure the mast climber-type MEWP
 - use hand tools, ancillary equipment and accessories.
- 8.4 Safely use and store hand tools and ancillary equipment.
- 8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.
- 8.6 Describe how to maintain the plant, tools and equipment used to access working areas.

Unit R/600/8102 Slinging and Signalling the Movement of Loads _Secondary Role_ in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Interpret the given information relating to the preparation for and the slinging and signalling of loads.	1.1 Interpret and extract information from drawings, specifications, schedules, method statements and manufacturers' information. 1.2 Comply with information and/or instructions derived from risk assessments and method statements. 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, manufacturers' information, approved procedures and Codes of Practice.
2 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.	2.1 Organise the work according to given information or instructions. 2.2 Describe how to communicate ideas between team members. 2.3 Organise and communicate with team members and other associated occupations. 2.4 State how to organise resources prior to and when slinging and signalling of loads.
3 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | 3.2 | Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. |
| | 3.3 | State what the accident reporting procedures are and who is responsible for making reports. |
| 4 | | |
| Maintain safe working practices when preparing for and slinging and signalling loads. | 4.1 | Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements when slinging and signalling of loads. |
| | 4.2 | Explain why and when personal protective equipment (PPE) should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type. |
| | 4.3 | State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |
| 5 | | |
| Select the required quantity and quality of resources to prepare for and when slinging and signalling loads. | 5.1 | Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: <ul style="list-style-type: none">– lifting accessories– signalling and communication equipment– hand tools and ancillary equipment. |
| | 5.2 | Select resources associated with slinging/signalling in relation to hand tools, attachments, slinging equipment, lifting aids/accessories, signalling and communication equipment. |
| | 5.3 | State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. |
| | 5.4 | Outline potential hazards associated with the resources and method of work. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

	5.5	Describe how to calculate weight, bearing pressure, quantity, length and area associated with the method/procedures to carry out slinging/signalling.	
6	Minimise the risk of damage to the work and surrounding area when slinging and signalling loads.	6.1	Protect the work and its surrounding area from damage.
		6.2	Minimise damage and maintain a clean work space.
		6.3	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.4	Dispose of waste in accordance with legislation.
		6.5	State why the disposal of waste should be carried out safely in relation to the work.
7	Complete the work within the allocated time when preparing to and slinging and signalling loads.	7.1	Demonstrate completion of the work within the allocated time.
		7.2	State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the lifting operation.
8	Comply with the given contract information to prepare to and sling and signal loads for movement to the required specification.	8.1	Demonstrate the following work skills when preparing to and slinging and signalling loads: – measuring, gauging, estimating, fitting, fixing, testing, balancing, interpreting, judging, explaining, preparing, indicating, informing, instructing, signing, positioning, adjusting, configuring, moving, securing, signalling, relaying and removing.
		8.2	Prepare to and attach loads to lifting equipment, and guide loads using signals to the required destination to given working instructions using appropriate load securing methods and lifting accessories.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
- confirm method of communication
 - determine the method of slinging
 - select and use suitable slinging equipment/lifting accessories
 - sling loads securely and balance within correct weight distribution following agreed/recognised operational procedures
 - position loads safely and securely
 - remove and store lifting accessories
 - use hand tools, ancillary equipment and accessories.
- 8.4 Safely use and store hand tools and slinging, signalling, communication and ancillary equipment.
- 8.5 State the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads.
- 8.6 Describe how to maintain the tools and equipment used to sling and signal loads.



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