



## **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 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         | <b>ProQual Level 2 NVQ Diploma in Formwork (Construction)</b>   |
| Ofqual qualification number | 601/1955/X  |
| Level                       | Level 2   |
| Total qualification time    | 470 hours   |
| Guided learning hours       | 144   |
| Assessment                  | Pass or fail<br>Internally assessed and verified by centre staff<br>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 in one of the pathways.

Pathway 1 Formwork Carpenter

Pathway 2 Formwork Erector and Striker

| Pathway 1 Formwork Carpenter |  |            |     |
|------------------------------|--|------------|-----|
| Mandatory Units              |  |            |     |
| Unit Reference Number        | Unit Title   | Unit Level | GLH |
| A/600/6814                   | Fabricating and maintaining timber and proprietary formwork systems in the workplace<br><i>Unit Endorsements:</i><br><i>Three of the following endorsements required:</i><br><i>Circular saw</i><br><i>Bench saw</i><br><i>Jog saw</i><br><i>Reciprocating saw</i><br><i>Alligator saw</i> | 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  |

| Pathway 2 Formwork Erector and Striker |  |            |     |
|--|--|------------|-----|
| Mandatory Units                        |  |            |     |
| Unit Reference Number                  | Unit Title   | Unit Level | GLH |
| D/600/6143                             | Erecting and striking timber and proprietary formwork in the workplace | 2          | 60  |
| R/650/1237                             | Maintaining timber and proprietary formwork systems in the workplace   | 2          | 65  |
| 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  |

## 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 -

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### 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.

## 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.<br>1.2 Comply with information and/or instructions derived from risk assessments and method statements.<br>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.<br>1.4 Describe different types of information, their source and how they are interpreted in relation to:<br>– 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:<br>– 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.<br>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.<br>2.3 State what the accident reporting procedures are and who is responsible for making reports.  |
| 3 Maintain safe working practices when fabricating and maintaining timber and proprietary formwork systems.                                    | 3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when fabricating and maintaining timber and proprietary formwork systems.<br>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to fabricating and maintaining timber and   |



**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 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 Select the required quantity and quality of resources for the methods of work to fabricate and maintain timber and proprietary formwork systems.
- 4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- 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.
- 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.

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

|   |     |  |
|---|-----|--|
|   | 5.5 | State why the disposal of waste should be carried out in relation to the work.   |
| 6 | 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"><li>– types of progress charts, timetables and estimated times</li><li>– organisational procedures for reporting circumstances which will affect the work programme.</li></ul>  |
| 7 | 7.1 | Demonstrate the following work skills when fabricating and maintaining timber and proprietary formwork systems: <ul style="list-style-type: none"><li>– measuring, marking out, cutting, positioning, securing, finishing, removing and storing.</li></ul>   |
|   | 7.2 | Fabricate and maintain timber formwork systems to given working instructions: <ul style="list-style-type: none"><li>– panels</li><li>– make ups</li><li>– box-outs</li><li>– stop ends</li><li>– bolt boxes.</li></ul>   |
|   | 7.3 | Assemble and maintain proprietary formwork systems to given working instructions with the addition of the following fabrications: <ul style="list-style-type: none"><li>– proprietary panels</li><li>– make ups</li><li>– box-outs</li><li>– stop ends</li><li>– bolt boxes.</li></ul>   |
|   | 7.4 | Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"><li>– fabricate formwork systems for columns, walls, beams, soffits, kickers and pre-cast units</li><li>– maintain formwork systems for columns, walls, beams, soffits, kickers and pre-cast units</li><li>– position and attach soldiers and walings</li><li>– construct make ups, box-outs, bolt boxes and stop ends</li><li>– position and secure tie systems</li></ul> |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 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.

|   |  |
|---|--|
| <b>Title:</b>                                 | <b>Fabricating and maintaining timber and proprietary formwork systems in the workplace</b>  |
| <b>Additional information about this unit</b> |  |
| Assessment Guidance                           | <p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Formwork (Construction):</u></p> <p><i>Unit Endorsements:</i><br/> <i>Three of the following endorsements required:</i><br/> <i>Circular saw</i><br/> <i>Bench saw</i><br/> <i>Jog saw</i><br/> <i>Reciprocating saw</i><br/> <i>Alligator saw</i></p> |
| Sector subject areas                          | 5.2 Building and Construction  |
| Availability for use                          | Shared unit  |

## D/600/6143

# Erecting and Striking Timber and Proprietary Formwork in the Workplace

| <b>Learning Outcome - The learner will:</b>  | <b>Assessment Criterion - The learner can:</b>   |
|--|--|
| 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:<br>– 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:<br>– 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.   |
|  | 3.2 Explain why and when personal protective equipment (PPE) relating to erecting and striking timber and proprietary formwork should be used,   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- and the types, purpose and limitations of each type.
- 3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
- 4 Select the required quantity and quality of resources for the methods of work to erect and strike timber and proprietary formwork.
- 4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- 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 when erecting and striking timber and proprietary formwork.
- 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.

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

|   |     |  |
|---|-----|--|
|   | 5.5 | State why the disposal of waste should be carried out in relation to the work.   |
| 6 | 6.1 | Demonstrate completion of the work within the allocated time when erecting and striking timber and proprietary formwork.   |
|   | 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"><li>– types of progress charts, timetables and estimated times</li><li>– organisational procedures for reporting circumstances which will affect the work programme.</li></ul>  |
| 7 | 7.1 | Demonstrate the following work skills when erecting and striking timber and proprietary formwork: <ul style="list-style-type: none"><li>– measuring, marking out, cutting, positioning, securing, finishing, removing and storing.</li></ul>   |
|   | 7.2 | Erect and strike timber formwork to given working instructions for at least two of the following: <ul style="list-style-type: none"><li>– walls</li><li>– columns</li><li>– beams</li><li>– soffits</li><li>– bases.</li></ul>   |
|   | 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"><li>– climbing</li><li>– jumping</li><li>– slip form</li><li>– panel systems</li><li>– soldiers and/or walings.</li></ul>   |
|   | 7.4 | Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"><li>– erect and strike formwork for walls, columns, beams, soffits, bases, kickers, stop ends and pre-cast units</li><li>– erect and strike proprietary climbing, jumping, slip form and panel systems</li><li>– attach and remove soldiers and walings</li><li>– attach and remove safe lifting provision</li></ul> |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul> <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> |
| <p>2 Recognise hazards associated with the workplace that have not been previously controlled</p> | <p>2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.</p>   |

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

- |   |   |
|---|---|
| and report them 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"><li>– dealing with accidents and emergencies associated with the work and environment</li><li>– methods of receiving or sourcing information</li><li>– reporting</li><li>– stopping work</li><li>– evacuation</li><li>– fire risks and safe exit procedures</li><li>– consultation and feedback.</li></ul> |
|   | 3.7 State the appropriate types of fire extinguishers relevant to the work.   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 3.8 | State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.   |
| 4 | 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: <ul style="list-style-type: none"><li>– recognising when to stop work in the face of serious and imminent danger to self and/or others</li><li>– contributing to discussions and providing feedback</li><li>– reporting changed circumstances and incidents in the workplace</li><li>– complying with the environmental requirements of the workplace.</li></ul> |
|   | 4.3 | Give examples of how the behaviour and actions of individuals could affect others within the workplace.   |
| 5 | 5.1 | Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"><li>– during the working day</li><li>– on completion of the day's work</li><li>– for unauthorised personnel (other operatives and the general public)</li><li>– for theft.</li></ul>  |
|   | 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"> <li>– using resources for own and other’s work requirements</li> <li>– allocating appropriate work to employees</li> <li>– organising the work sequence</li> <li>– reducing carbon emissions.</li> </ul> |
|                                      |   | 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"> <li>– job cards</li> <li>– worksheets</li> <li>– material/resource lists</li> <li>– time sheets.</li> </ul>   |
|                                      |   | 3.3                                     | Explain the reasons for ensuring documentation is completed clearly and within given timescales.   |
| 4                                    | Maintain good working relationships when                                    | 4.1                                     | Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

conforming to productive working practices.

involved in the work to maintain good working relationships.

- 4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
- 4.3 Describe how to maintain good working relationships, in relation to:
  - individuals
  - customer and operative
  - operative and line management
  - own and other occupations.
- 4.4 Describe why it is important to work effectively with line management, colleagues and customers.
- 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:<br>– in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. |
|  | 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.  |
|  | 2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.  |
|  | 2.4 State the appropriate types of fire extinguishers relevant to the work.  |
|  | 2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.  |
| 3 Maintain safe working practices when moving, handling and/or storing resources.                                    | 3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.  |
|  | 3.2 Use lifting aids safely as appropriate to the work.  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 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"><li>– collective protective measures</li><li>– personal protective equipment (PPE)</li><li>– respiratory protective equipment (RPE)</li><li>– local exhaust ventilation (LEV).</li></ul> |
|   | 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 | 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"><li>– lifting and handling aids</li><li>– container(s)</li><li>– fixing, holding and securing systems.</li></ul>  |
|   | 4.3 | Describe how the resources should be handled and how any problems associated with the resources are reported.   |
|   | 4.4 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources.  |
|   | 4.5 | Describe any potential hazards associated with the resources and methods of work.   |
| 5 | 5.1 | Prevent the risk of damage to occupational resources and surrounding area from damage in accordance with safe working practices and organisational procedures.  |

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

|   |  |   |  |
|---|--|---|--|
| environment when moving, handling and/or storing resources. | 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  |
|   |  | 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"><li>– progress charts, timetables and estimated times</li><li>– organisational procedures for reporting circumstances which will affect the work programme.</li></ul>   |
| 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"><li>– moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.</li></ul>  |
|   |  | 7.2   | Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"><li>– sheet material</li><li>– loose material</li><li>– bagged or wrapped material</li><li>– fragile material</li><li>– tools and equipment</li><li>– components</li><li>– liquids.</li></ul> |
|   |  | 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 R/650/1237

# 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 maintaining timber and proprietary formwork systems. | 1.1 Interpret and extract relevant information from drawings, specifications, schedules method statements, risk assessments and manufacturers' information   |
|  | 1.2 Comply with information and/or instructions derived from risk assessments and method statements  |
|  | 1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.  |
|  | 1.4 Describe different types of information, their source and how they are interpreted in relation to:<br>– drawings, specifications, schedules, method statement, risk assessments, manufacturers' and suppliers' information and current regulations   |
| 2 Know how to comply with relevant legislation and official guidance when maintaining timber and proprietary formwork systems  | 2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:<br>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |
|  | 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative   |
|  | 2.3 Explain what the accident reporting procedures are and who is responsible for making reports   |
| 3 Maintain safe and healthy working practices when maintaining timber and proprietary formwork systems                         | 3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when maintaining timber and proprietary formwork systems   |
|  | 3.2 Demonstrate compliance with given information and relevant legislation when maintaining timber and proprietary formwork systems in relation to the following:<br>– safe use of access equipment  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- safe use, storage and handling of materials, tools and equipment
      - specific risks to health
    - 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to maintain timber and proprietary formwork systems and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
      - collective protective measures
      - personal protective equipment (PPE)
      - respiratory protective equipment (RPE)
      - local exhaust ventilation (LEV)
    - 3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions
    - 3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities
  - 4 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
    - 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
    - 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
      - timber, timber sheets and non-timber based sheet material
      - proprietary formwork and associated items
      - tie systems
      - soldiers and walings
      - protective coatings
      - fittings and fixings
      - access equipment
      - hand tools, portable power tools and equipment
    - 4.3 Describe how to confirm that the resources and materials conform to the specification.
    - 4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

|   |  |   |
|---|--|---|
|   | 4.5  | Explain why the organisational procedures have been developed and how they are used for the selection of required resources   |
|   | 4.6  | Describe any potential hazards associated with the resources and methods of work  |
|   | 4.7  | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to maintain timber and proprietary formwork systems   |
| 5 | Minimise the risk of damage to the work and surrounding area when maintaining timber and proprietary formwork systems        |   |
|   | 5.1  | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures   |
|   | 5.2  | Maintain a clean work space   |
|   | 5.3  | Dispose of waste in accordance with current legislation.  |
|   | 5.4  | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |
|   | 5.5  | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance  |
| 6 | Complete the work within the allocated time when maintaining timber and proprietary formwork systems                         |   |
|   | 6.1  | Demonstrate completion of the work within the allocated time  |
|   | 6.2  | Describe the purpose of the work programme and explain why deadlines should be kept in relation to:<br>– types of progress charts, timetables and estimated times<br>– organisational procedures for reporting circumstances which will affect the work programme |
| 7 | Comply with the given contract information to maintain timber and proprietary formwork systems to the required specification |   |
|   | 7.1  | Demonstrate the following work skills when maintaining timber and proprietary formwork systems: – measuring, marking out, positioning, securing, finishing, removing and storing  |
|   | 7.2  | Use and maintain hand tools, portable power tools and ancillary equipment   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 7.3 Assemble and maintain the following timber and proprietary formwork systems to given working instructions
- proprietary panels
  - make ups
  - box-outs
  - stop ends
  - bolt boxes
- 7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- 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
  - recognise and determine when specialist skills and knowledge are required and report accordingly
  - work with, around and in close proximity to plant and machinery
  - direct and guide the operations and movement of plant and machinery
  - use hand tools, portable power tools and equipment
  - work at height
  - use access equipment
- 7.5 Describe the needs of other occupations and how to effectively communicate within a team when maintaining timber and proprietary formwork systems
- 7.6 Describe how to maintain the tools and equipment used when maintaining timber and proprietary formwork systems



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