



**ProQual Level 3 NVQ Diploma in Trowel Occupations  
(Construction)**

**Qualification Specification**

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## Introduction

The aim of this qualification is to recognise the knowledge, skills and competence of individuals who specialise in bricklaying in the construction industry. The learner will need to demonstrate skills, knowledge and understanding in core subject areas, and will also need to demonstrate occupational competence in a specialist subject area.

The awarding organisation for this qualification is ProQual AB. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum Examinations and Assessment (CCEA) Regulation. The Regulated Qualifications Framework (RQF) includes those qualifications regulated by Ofqual and CCEA Regulation.

## Qualification Profile

Qualification title	<b>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction)</b>
Ofqual qualification number	601/6501/7
Level	Level 3
Total qualification time	1500 hours
Guided learning hours	501
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/7/15
Qualification end date	

## Entry Requirements

There are no formal entry requirements for this qualification.

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

## Qualification Structure

Candidates must complete ALL of the Mandatory units, plus a minimum of ONE Optional unit.

Mandatory Units – complete ALL units			
Unit Reference Number	Unit Title	Unit Level	CITB refs. for information
A/503/2772	Confirming work activities and resources for an occupational work area in the workplace	3	209v2
M/503/2915	Developing and maintaining good occupational working relationships in the workplace	3	210v3
R/503/2924	Confirming the occupational method of work in the workplace	3	211V2
A/503/1170	Conforming to general health, safety and welfare in the workplace	1	641
A/503/9463	Erecting masonry structures in the workplace <i>Unit Endorsements:</i> <b>One of the following:</b> <i>Brick</i> <i>Local material</i>	2	40v3
Y/503/9471	Setting out to form masonry structures in the workplace <i>Unit Endorsements:</i> <b>At least four of the following:</b> <i>Straight (180 degrees)</i> <i>Right angles (90 degrees)</i> <i>Obtuse angles (between 90 and 180 degrees including batters)</i> <i>Acute angles (between 0 and 90 degrees)</i> <i>Curves on plan</i> <i>Curves in elevation</i> <i>Openings</i>	2	41v3
T/503/9476	Erecting masonry cladding in the workplace <i>Unit Endorsements:</i> <b>At least one of the following:</b> <i>Brick and block</i> <i>Local material</i> <b>Plus one of the following:</b> <i>Pre-erected timber frame</i> <i>Pre-erected concrete</i> <i>Pre-erected steel</i> <i>Existing masonry</i>	2	42v3

A/618/3329	<p>Erecting masonry to form architectural and decorative structures in the workplace</p> <p><u>Unit Endorsements:</u>  At least <b>one</b> of the following:  <i>Brick and block</i>  <i>Local material</i></p> <p><b>Plus three</b> of the following:  <i>Arches (rough ringed, axed, gauged)</i>  <i>Chimney stack</i>  <i>Fireplace</i>  <i>Wall with flush, projecting or decorative features</i>  <i>Wall curved on plan</i>  <i>Wall curved in elevation</i>  <i>Wall splayed on plan</i></p>	3	49v3
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Optional Units – a minimum of ONE unit			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information
H/503/9490	<p>Erecting thin joint masonry structures in the workplace</p> <p><u>Unit Endorsements:</u>  At least <b>three</b> of the following:  <i>Cavity wall structures</i>  <i>Solid wall structures</i>  <i>Form openings</i>  <i>Mix jointing compounds</i></p>	2	44v3
L/503/9550	<p>Repairing and maintaining masonry structures in the workplace</p> <p><u>Unit Endorsements:</u>  At least <b>one</b> of the following:  <i>Brick</i>  <i>Block</i>  <i>Local material</i></p> <p><b>Plus three</b> of the following:  <i>Match existing materials</i>  <i>Continue existing bonding</i>  <i>Match existing quality of structure</i>  <i>Form openings</i>  <i>Prop existing walls and floors</i>  <i>Form internal and external angles</i></p>	3	50v3
Y/504/6775	<p>Installing drainage in the workplace</p> <p><u>Unit Endorsements:</u>  <b>One</b> of the following:  <i>Inspection chambers</i>  <i>Surface water systems</i>  <i>Foul water systems</i></p>	2	639v3

M/618/3327	<p>Installing and forming specialist masonry elements in the workplace</p> <p><u>Unit Endorsements:</u></p> <p><i>Install fire barriers and support angles and/or fire breaks and support angles and/or form barriers and support angles and/or fire breaks and support angles</i></p> <p><i>At least two of the following:</i></p> <p><i>Brick soffit systems</i></p> <p><i>Channel systems</i></p> <p><i>Wind posts</i></p> <p><i>Vapour and/or moisture barriers</i></p> <p><i>Wall starter kits</i></p>	3	810v1
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## 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:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

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

## Assessment

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

Assessment guidance is included to assure consistency.

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

Evidence can include:

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

**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 10.*

## 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 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.

<b>Title:</b>	Erecting masonry structures in the workplace
<b>Unit Number:</b>	A/503/9463
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting masonry structures.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with erecting masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting masonry structures.	2.1 Describe their responsibilities potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting</li> </ul>
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

<b>Title:</b>	Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when erecting masonry structures.</p>	<p>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 erecting masonry structures.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry structures in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry structures, and the types, purpose and limitations of each type, the work situation and 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>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to erect masonry structures.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>– bricks, blocks, mortars, frames, insulation, damp-proof barriers, cloak systems, cills, copings and cappings, lintels, fixings, ties</li> <li>– hand and power tools, and equipment</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	

<b>Title:</b>	Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry structures.
5 Minimise the risk of damage to the work and surrounding area when erecting masonry structures.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when erecting masonry structures.	6.1	Demonstrate completion of the work within the estimated allocated time.
	6.2	Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>7 Comply with the given contract information to erect masonry structures to the required specification.</p>	<p>7.1 Demonstrate the following work skills when erecting masonry structures:</p> <ul style="list-style-type: none"> <li>– measuring, marking-out, laying, positioning, plumb, levelling and securing.</li> </ul>	
	<p>7.2 Use and maintain hand and power tools, and equipment.</p>	
	<p>7.3 erect masonry in brick and block and/or local materials to given working instructions for the following:</p> <ul style="list-style-type: none"> <li>– cavity wall structures</li> <li>– blockwork structures</li> <li>– solid wall structures</li> <li>– form openings</li> <li>– joint finishes</li> <li>– cills, capping and copings.</li> </ul>	
	<p>7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> <li>– erect cavity walling and solid walling using brick and block and local material</li> <li>– erect walling of local style</li> <li>– lay blocks (traditional and thin joint)</li> <li>– determine brick and block bonds</li> <li>– form and maintain the integrity of cavities</li> <li>– install lintels</li> <li>– install movement joints</li> <li>– install wind posts</li> <li>– cut bricks, blocks and local materials</li> <li>– form joint finishes, including mechanical pointing systems</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– position and fix cills, copings and capping's</li> <li>– install masonry support angles</li> <li>– prop and support structures</li> <li>– complete and remove temporary works</li> <li>– position, bond and tape insulation materials</li> <li>– position, fix and bed damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– position and secure wall ties including spacing, particularly around openings and movement joints</li> <li>– mix mortar</li> </ul> <p style="text-align: right;">continued/...</p>	

<b>Title:</b>	Erecting masonry structures in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
7 continued	7.4 – recognise and determine when specialist skills and knowledge are required and report accordingly cont – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment.
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry structures.
	7.6 Describe how to maintain the tools and equipment used when erecting masonry structures.

<b>Title:</b>	Erecting masonry structures in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p><b>One</b> of the following required:</p> <p>Brick Local material</p>
Sector Subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	150
Assessment hours	10

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Unit Number:</b>	Y/503/9471	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when setting out to form masonry structures.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with setting out to form masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when setting out to form masonry structures	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.



<b>Title:</b>	
Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
3 Maintain safe and healthy working practices when setting out to form masonry structures.	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 setting out to form masonry structures.
	3.2 Demonstrate compliance with given information and relevant legislation when setting out to form masonry structures in relation to of the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to setting out to form masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	3.4 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 the required quantity and quality of resources for the methods of work to set out to form masonry structures	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: <ul style="list-style-type: none"> <li>– levels, lines, trammels, templates, profiles, tape measures, pegs, squares and fixings</li> <li>– hand and power tools, and setting out equipment.</li> </ul>
	4.3 Describe how to confirm that the resources and materials conform to the specification.

<b>Title:</b>		Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate distances, quantity, length, levels and diagonals, area and wastage of materials associated with the method and procedure to set out to form masonry structures.
5 Minimise the risk of damage to the work and surrounding area when setting out to form masonry structures		5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy work space.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when setting out to form masonry structures		6.1	Demonstrate completion of the work within the estimated allocated time.
		6.2	Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Comply with the given contract information to set out to form masonry structures to the required specification.	7.1 Demonstrate the following work skills when setting out to form masonry structures: – measuring, marking out, levelling, plumb, positioning, transferring, transposing, fixing and securing.	
	7.2 Use and maintain hand and power tools and setting out equipment.	
	7.3 Determine dimensions and positions using line, level, depth, area, height and angle to given working instructions to establish at least four of the following lines: – straight (180 degrees) – right angles (90 degrees) – obtuse angles (between 90 and 180 degrees including batters) – acute angles (between 0 and 90 degrees) – curves on plan – curves in elevation – openings.	
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – measure and set out to form masonry structures on level and sloping ground – identify and mark datum points – make trammels, templates and profiles – mark straight lines, right angles, obtuse angles, acute angles, curves on plan, curves in elevation and openings – set out using trammels, templates and profiles – plumb from ranging lines – transfer lines and levels (spirit level, straight-edge and laser level) – determine convex and concave curves using pegs and line	continued/...

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and setting out equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when setting out to form masonry structures.
	7.6	Describe how to maintain the tools and equipment used when setting out to form masonry structures.

<b>Title:</b>	Setting out to form masonry structures in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least four of the following required:</p> <ul style="list-style-type: none"> <li>Straight (180 degrees)</li> <li>Right angles (90 degrees)</li> <li>Obtuse angles (between 90 and 180 degrees including batters)</li> <li>Acute angles (between 0 and 90 degrees)</li> <li>Curves on plan</li> <li>Curves in elevation</li> <li>Openings</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	113
Assessment hours	10

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Unit Number:</b>	T/503/9476	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when erecting masonry cladding.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting masonry cladding.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting masonry cladding.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when erecting masonry cladding.	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 erecting masonry cladding.	
	3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry cladding in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry cladding, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	3.4 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.	

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>4 Select the required quantity and quality of resources for the methods of work to erect masonry cladding.</p>	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: <ul style="list-style-type: none"> <li>– bricks, blocks, mortars, frames, insulation, damp-proof barriers, brick slips, cloak systems, cavity closers, fire breaks, lintels, fixings and ties</li> <li>– hand and power tools, and equipment.</li> </ul>
	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.
	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 of materials associated with the method and procedure to erect masonry cladding.
<p>5 Minimise the risk of damage to the work and surrounding area when erecting masonry cladding.</p>	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.



<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
6 Complete the work within the allocated time when erecting masonry cladding.	6.1 Demonstrate completion of the work within the estimated allocated time.  6.2 Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>	
7 Comply with the given contract information to erect masonry cladding to the required specification.	7.1 Demonstrate the following work skills when erecting masonry cladding: <ul style="list-style-type: none"> <li>– measuring, marking-out, laying, positioning, levelling, plumb, fitting, fixing and securing.</li> </ul> 7.2 Use and maintain hand and power tools and equipment.  7.3 Erect brick and block and/or local material cladding to given working instructions, including the formation of openings and joint finishes, for at least one of the following structures: <ul style="list-style-type: none"> <li>– pre-erected timber frame</li> <li>– pre-erected concrete</li> <li>– pre-erected steel</li> <li>– existing masonry structure.</li> </ul> 7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– erect brick, block and thin joint block cladding to pre-erected timber frame, concrete, steel and existing structures</li> <li>– clad structures using local materials</li> <li>– install brick slips</li> <li>– position and secure wall ties including spacing, particularly around openings and movement joints</li> <li>– form and maintain the integrity of cavities</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form joint finishes</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– install masonry support angles</li> <li>– prop and support structures</li> </ul> <p style="text-align: right;">continued/...</p>	

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– remove temporary structures</li> <li>– position, fix and bed damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– position, bond and tape insulation materials</li> <li>– install wind posts</li> <li>– mix mortar</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry cladding.
	7.6	Describe how to maintain the tools and equipment used when erecting masonry cladding.

<b>Title:</b>	Erecting masonry cladding in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>one</b> of the following required:</p> <ul style="list-style-type: none"> <li>Brick and block</li> <li>Local material</li> </ul> <p>Plus <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>Pre-erected timber frame</li> <li>Pre-erected concrete</li> <li>Pre-erected steel</li> <li>Existing masonry</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	110
Assessment hours	10

<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace
<b>Unit Number :</b>	A/618/3329
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting masonry to form architectural and decorative structures.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with the erection of masonry to form architectural and decorative structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting masonry to form architectural and decorative structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when erecting masonry to form architectural and decorative structures.	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 erecting masonry to form architectural and decorative structures.
	3.2	Demonstrate compliance with given information and relevant legislation when erecting masonry to form architectural and decorative structures in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry to form architectural and decorative structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	3.4	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 the required quantity and quality of resources for the methods of work to erect masonry to form architectural and decorative structures.	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: <ul style="list-style-type: none"> <li>– bricks, blocks, mortars, frames, insulation, damp-proof barriers, cloak systems, lintels and ties</li> <li>– components and fixings</li> <li>– hand and power tools, and equipment.</li> </ul>
	4.3	Describe how to confirm that the resources and materials conform to the specification.

<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
4 continued	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6 Describe any potential hazards associated with the resources and methods of work.
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry to form architectural and decorative structures.
5 Minimise the risk of damage to the work and surrounding area when erecting masonry to form architectural and decorative structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Maintain a clear and tidy work space.
	5.3 Dispose of waste in accordance with current legislation.
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when erecting masonry to form architectural and decorative structures.	6.1 Demonstrate completion of the work within the estimated allocated time.
	6.2 Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Comply with the given contract information to erect masonry to form architectural and decorative structures to the required specification.	7.1 Demonstrate the following work skills when erecting masonry to form architectural and decorative structures: – measuring, checking, marking-out, laying, positioning and securing.	7.2 Use and maintain hand and power tools, and equipment.
	7.3 Erect masonry in brick and block and/or local materials to given working instructions, to form architectural and decorative features including forming joint finishes, for at least three of the following: — arch (rough ringed, axed, gauged) – chimney stack — fireplace – wall with flush, projecting or decorative features — wall curved on plan – wall curved in elevation – wall splayed on plan.	
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – erect cavity walling and solid walling using brick, blocks and thin joint blocks – erect walls in local styles using local materials – work overhand – position, install and secure fixings and cramps – position and secure wall ties including spacing particularly around openings and movement joints – form and maintain the integrity of cavities – install masonry support angles – form and install weep holes and vents – form arches (rough ringed, axed, gauged) – form chimney stacks – form fireplaces – form walls flush, projecting and with decorative features – form walls curved on plan and check with trammel, templates and bay moulds – form walls splayed on plan and check with templates and bay moulds – form walls curved and ramped in elevation and set out and check with trammels and profiles – prop and support structures – install movement joints – install wind posts	
	continued/...	

<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 cont	<ul style="list-style-type: none"> <li>– cut bricks, blocks and local materials</li> <li>– complete and remove temporary works</li> <li>– form joint finishes</li> <li>– select and install vertical and horizontal reinforcement</li> <li>– position, fix and bed damp-proof barriers, cloak systems and cavity trays</li> <li>– position, bond and tape insulation materials</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– mix mortar</li> <li>– provide information for Building Information Modelling (BIM)</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry to form architectural and decorative structures.
	7.6	Describe how to maintain the tools and equipment used when erecting masonry to form architectural and decorative structures.



<b>Title:</b>	Erecting masonry to form architectural and decorative structures in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>one</b> of the following required:</p> <ul style="list-style-type: none"> <li>Brick and block</li> <li>Local material</li> </ul> <p>Plus <b>three</b> of the following:</p> <ul style="list-style-type: none"> <li>Arches (rough ringed, axed, gauged)</li> <li>Chimney stack</li> <li>Fireplace</li> <li>Wall with flush, projecting or decorative features</li> <li>Wall curved on plan</li> <li>Wall curved in elevation</li> <li>Wall splayed on plan</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	180
Assessment hours	10

<b>Title:</b>	Confirming work activities and resources for an occupational work area in the workplace	
<b>Level:</b>	A/503/2772	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Identify work activities, assess required resources and plan the sequence of work.	1.1	Identify work activities, assess required resources and plan the sequence of work.
	1.2	Identify work activities and formulate a plan for their own sequence of work.
	1.3	Explain the types of work relative to the occupational area and how to identify different work activities.
	1.4	Explain methods of assessing the resources needed from a range of available information.
	1.5	Explain the required information and the different methods used to prepare a work programme relative to the occupational area.
2 Obtain clarification and advice where the resources required are not available.	2.1	Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.
	2.2	Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.
3 Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1	Assess progress of work against project requirements, taking into account external factors relating to: <ul style="list-style-type: none"> <li>– other occupations and /or customers</li> <li>– resources</li> <li>– weather conditions</li> <li>– health and safety requirements.</li> </ul>
	3.2	Explain different methods of evaluating work activities against the following project requirements: <ul style="list-style-type: none"> <li>– contract conditions</li> <li>– contract programme</li> <li>– health and safety requirements of operatives.</li> </ul>
	3.3	Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: <ul style="list-style-type: none"> <li>– other related programmes</li> <li>– special working conditions</li> <li>– weather conditions</li> <li>– other occupations/people</li> <li>– resources</li> <li>– health and safety requirements.</li> </ul>

<b>Title:</b>	Confirming work activities and resources for an occupational work area in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Identify work activities which influence each other and make the best use of the resources available.	4.1	Determine work activities that have an influence on each other.
	4.2	Evaluate which work activities make the best use of available resources in relation to: <ul style="list-style-type: none"> <li>– occupations and/or customers associated with the work</li> <li>– tools, plant and/or ancillary equipment</li> <li>– materials and components.</li> </ul>
	4.3	Explain different methods and sources that can identify which work activities influence each other.
	4.4	Describe how to determine the sequence of work activities and how long each work activity will take.
	4.5	Describe what zero and low carbon requirements are.
	4.6	Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.
5 Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1	Evaluate project progress against the work programme to identify any changed circumstances.
	5.2	Inform line management and/or customers on the type and extent of any required changes to the work programme.
	5.3	Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.
	5.4	Explain how to assess contractual/work effects resulting from alterations to the work programme.
	5.5	Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

<b>Title:</b>	Confirming work activities and resources for an occupational work area in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Subject Sector Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33

<b>Title:</b>	Developing and maintaining good occupational working relationships in the workplace	
<b>Unit Number:</b>	M/503/2915	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Develop, maintain and encourage working relationships to promote good will and trust.	1.1	Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.
	1.2	Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.
	1.3	Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.
	1.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.
2 Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1	Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> <li>– appropriate timescales</li> <li>– health and safety requirements</li> <li>– co-ordination of work procedures.</li> </ul>
	2.2	Explain the different methods and techniques used to inform relevant people about work activities.
	2.3	Explain the effects of not informing relevant people with the expected level of urgency.
	2.4	Explain the different types of work activity related information and to what level of detail the following people would expect to receive: <ul style="list-style-type: none"> <li>– colleagues</li> <li>– employers</li> <li>– customers</li> <li>– contractors</li> <li>– suppliers of products and services</li> <li>– other people affected by the work/project.</li> </ul>

<b>Title:</b>	Developing and maintaining good occupational working relationships in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1	Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.
	3.2	Explain the techniques of encouraging questions and/or requests for clarification and comments.
	3.3	Explain the different ways of offering advice and help to different people about work activities, in relation to: <ul style="list-style-type: none"> <li>– progress</li> <li>– results</li> <li>– achievements</li> <li>– occupational problems</li> <li>– occupational opportunities</li> <li>– health and safety requirements</li> <li>– co-ordinated work.</li> </ul>
4 Clarify proposals with relevant people and discuss alternative suggestions.	4.1	Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.
	4.2	Explain the methods of clarifying alternative proposals with relevant people.
	4.3	Explain the methods of suggesting alternative proposals.
5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1	Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.
	5.2	Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

<b>Title:</b>	Developing and maintaining good occupational working relationships in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	27

<b>Title:</b>	Confirming the occupational method of work in the workplace	
<b>Unit Number:</b>	R/503/2924	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Assess available project data accurately to determine the occupational method of work.	1.1	Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.
	1.2	Explain how to summarise the following project data: <ul style="list-style-type: none"> <li>– required quantities</li> <li>– specifications</li> <li>– detailed drawings</li> <li>– health and safety requirements</li> <li>– timescales</li> <li>– scope of works.</li> </ul>
	1.3	Explain the different methods of assessing available project data.
	1.4	Explain how to use project data to interpret the work method, In relation to: <ul style="list-style-type: none"> <li>– standard work procedures</li> <li>– sequence of work</li> <li>– organisation of resources (people, equipment, materials)</li> <li>– work techniques</li> <li>– working conditions (health, safety and welfare)</li> <li>– risk assessment.</li> </ul>
2 Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1	Collect and collate additional information from alternative sources to clarify the work to be carried out.
	2.3	Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: <ul style="list-style-type: none"> <li>– customers or representatives</li> <li>– suppliers</li> <li>– regulatory authorities</li> <li>– manufacturer's literature.</li> </ul>



<b>Title:</b>		Confirming the occupational method of work in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
3	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1	Examine potential work methods to carry out the occupational work activity.
		3.2	Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.
		3.3	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: <ul style="list-style-type: none"> <li>– health and safety welfare (principles of protection)</li> <li>– fire protection</li> <li>– access and egress</li> <li>– equipment availability</li> <li>– availability of competent workforce</li> <li>– pollution risk</li> <li>– waste and disposal</li> <li>– zero and low carbon outcomes</li> <li>– weather conditions.</li> </ul>
		3.4	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: <ul style="list-style-type: none"> <li>– conforming to statutory requirements</li> <li>– customer and user needs</li> <li>– contract requirements in terms of time, quantity and quality</li> <li>– environmental considerations.</li> </ul>
		3.5	Explain how different methods of work can achieve zero/low carbon outcomes.
4	Confirm and communicate the selected work method to relevant personnel.	4.1	Confirm the selected occupational work method that meets project, statutory and contractual requirements.
		4.2	Communicate appropriately to relevant people on the selected occupational work method.
		4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.
		4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.

<b>Title:</b>	Confirming the occupational method of work in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	37

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Unit Number:</b>	A/503/1170	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1	Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
	1.2	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
	1.3	Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
	1.4	State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	1.6	State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
	1.7	State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
	1.8	State how to comply with control measures that have been identified by risk assessments and safe systems of work.
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1	Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
	2.2	List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
	2.3	List the current Health and Safety Executive top ten safety risks.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
2 continued	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.
	3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
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: <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 Comply with and support all organisational security arrangements and approved procedures.	5.1	Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> <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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

<b>Title:</b>	Erect thin joint masonry structures in the workplace
<b>Unit Number:</b>	H/503/9490
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting thin joint masonry structures.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting thin joint masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting thin joint masonry structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

<b>Title:</b>	Erect thin joint masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when erecting thin joint masonry structures.</p>	<p>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 erecting thin joint masonry structures.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when erecting thin joint masonry structures in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting thin joint masonry structures, and the types, purpose and limitations of each type, the work situation and 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>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to erect thin joint masonry structures.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>– blocks, jointing compounds, frames, insulation, damp-proof barriers, cloak systems, lintels, fixings, ties</li> <li>– hand and power tools and equipment.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	



<b>Title:</b>	Erect thin joint masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.	
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	
	4.6 Describe any potential hazards associated with the resources and methods of work.	
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect thin joint masonry structures.	
5 Minimise the risk of damage to the work and surrounding area when erecting thin joint masonry structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.	
	5.2 Maintain a clear and tidy work space.	
	5.3 Dispose of waste in accordance with current legislation.	
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.	
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.	
6 Complete the work within the allocated time when erecting thin joint masonry structures.	6.1 Demonstrate completion of the work within the estimated allocated time.	
	6.2 Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>	
7 Comply with the given contract information to erect thin joint masonry structures to the required specification.	7.1 Demonstrate the following work skills when erecting thin joint masonry structures: <ul style="list-style-type: none"> <li>– measuring, marking out, cutting, preparing, laying, positioning and securing.</li> </ul>	

<b>Title:</b>	Erect thin joint masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.2	Use and maintain hand and power tools, and equipment.
	7.3	Erecting thin joint masonry structures to given working instructions for at least three of the following: <ul style="list-style-type: none"> <li>– cavity wall structures</li> <li>– solid wall structures</li> <li>– form openings</li> <li>– mix jointing compounds.</li> </ul>
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– erect cavity walling and solid walling using thin joint blocks</li> <li>– determine thin joint block bonds</li> <li>– level bed (course one)</li> <li>– check plumb</li> <li>– form and maintain the integrity of cavities</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate, brick soffit systems</li> <li>– install masonry support angles</li> <li>– position, fix and bed, damp-proof barriers, cloak systems and cavity trays</li> <li>– position and secure wall ties including spacing, particularly around openings</li> <li>– form and install movement joints</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form and install weep holes and vents</li> <li>– position, bond and tape insulation materials</li> <li>– install wind posts</li> <li>– mix jointing compound</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when erecting thin joint masonry structures.
7.6	Describe how to maintain the tools and equipment used when erecting thin joint masonry structures.	

<b>Title:</b>	Erect thin joint masonry structures in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction:</u></p> <p>At least <b>three</b> of the following required:</p> <ul style="list-style-type: none"> <li>Cavity wall structures</li> <li>Solid wall structures</li> <li>Form openings</li> <li>Mix jointing compounds</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	117
Assessment hours	10

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Level:</b>	L/503/9550	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when repairing and maintaining masonry structures.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with the repair and maintenance of masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when repairing and maintaining masonry structures.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.

<b>Title:</b>	
Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
3 Maintain safe and healthy working practices when repairing and maintaining masonry structures.	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 repairing and maintaining masonry structures.
	3.2 Demonstrate compliance with given information and relevant legislation when repairing and maintaining masonry structures in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing and maintaining masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	3.4 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 the required quantity and quality of resources for the methods of work to repair and maintain masonry structures.	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: <ul style="list-style-type: none"> <li>– bricks, blocks, natural stones, mortars, sand, lime, additives, frames, insulation, damp-proof barriers, cloak systems, lintels and ties</li> <li>– fittings and fixings</li> <li>– hand and power tools and equipment.</li> </ul>

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued	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.
	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 of materials associated with the method and procedure to repair and maintain masonry structures.
5 Minimise the risk of damage to the work and surrounding area when repairing and maintaining masonry structures.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

<b>Title:</b>		Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
6	Complete the work within the allocated time when repairing and maintaining masonry structures.	6.1	Demonstrate completion of the work within the estimated allocated time.
		6.2	Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to repair and maintain masonry structures to the required specification.	7.1	Demonstrate the following work skills when repairing and maintaining masonry structures: <ul style="list-style-type: none"> <li>– measure, mark out, cut, remove, lay, position and secure.</li> </ul>
		7.2	Use and maintain hand and power tools, and equipment.
		7.3	Prepare, repair and maintain existing brick and/or block masonry and/or local material structures to given working instructions for at least three of the following: <ul style="list-style-type: none"> <li>– match existing materials</li> <li>– continue existing bonding</li> <li>– match existing quality of structure</li> <li>– form openings</li> <li>– prop existing walls and floors</li> <li>– form internal and external angles.</li> </ul>
		7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– prepare, repair and maintain existing masonry structures in bricks, blocks and thin joint blocks or local materials and styles</li> <li>– identify materials and components and restore structures to original state</li> <li>– form joint finishes</li> <li>– form openings</li> <li>– prop existing walls and floors</li> <li>– form and maintain the integrity of cavities</li> <li>– position, fix and bed damp-proof barriers cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– form internal and external angles</li> <li>– position, bond and tape insulation materials</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– dress surfaces</li> <li>– form finishes</li> <li>– mix mortars</li> </ul>

continued/...

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when repairing and maintaining masonry structures.
	7.6	Describe how to maintain the tools and equipment used when repairing and maintaining masonry structures.



<b>Title:</b>	Repairing and maintaining masonry structures in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>one</b> of the following required:</p> <ul style="list-style-type: none"> <li>Brick</li> <li>Block</li> <li>Local material</li> </ul> <p>Plus <b>three</b> of the following:</p> <ul style="list-style-type: none"> <li>Match existing bonding</li> <li>Match existing quality of structure</li> <li>Form openings</li> <li>Prop existing walls and floors</li> <li>Form internal and external angles</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	133
Assessment hours	10

<b>Title:</b>	Installing drainage in the workplace	
<b>Unit Number:</b>	Y/504/6775	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing drainage.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements 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: <ul style="list-style-type: none"> <li>– drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, verbal, written and graphical instructions, permits, current regulations and official guidance governing the installation and construction of drainage systems.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing drainage.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing drainage.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing drainage.
	3.2	Demonstrate compliance with given information and relevant legislation when installing drainage in relation to at least two of the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>

<b>Title:</b>	Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 continued	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing drainage, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to install drainage.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.	
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>– pipes, fittings and ancillary components</li> <li>– pre-cast (metal, concrete, clay or plastic) components</li> <li>– bricks, blocks and sandbags</li> <li>– granular materials, aggregates, cement, concrete, mortars and sand</li> <li>– sealant materials (adhesives, compounds, solvents)</li> <li>– hand tools, power tools and ancillary equipment.</li> </ul>	
	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.	
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	

<b>Title:</b>		Installing drainage in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>
4	continued	4.6 Describe any potential hazards associated with the resources and methods of work.
		4.7 Describe how to calculate quantity, length, volume, area and wastage associated with the method and procedure to install drainage.
5	Minimise the risk of damage to the work and surrounding area when installing drainage.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2 Maintain a clear and tidy work space.
		5.3 Dispose of waste in accordance with current legislation.
		5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when installing drainage.	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: <ul style="list-style-type: none"> <li>– types of progress charts, timetables, productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to install drainage to the required specification.	7.1 Demonstrate the following work skills when installing drainage: <ul style="list-style-type: none"> <li>– checking, measuring, marking out, cutting, laying, positioning, fitting, joining, levelling, plumbing, aligning, securing and testing.</li> </ul>
		7.2 Use and maintain hand tools, power tools and ancillary equipment

<b>Title:</b>	Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
	<p>7.3 Lay bedding materials, install and test pipework (clay, concrete, metal or plastic) for new and/or replacement, foul and/or surface water drainage for at least one of the following to given working instructions:</p> <ul style="list-style-type: none"> <li>– inspection chambers (brick, concrete, metal or plastic)</li> <li>– surface water systems (cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)</li> <li>– foul water systems (cess pools, septic tanks, reed beds, treatment plants)</li> <li>– surround pipe with specified materials</li> <li>– place backfill to trench using given work instructions for both compacted and free drainage material</li> </ul> <p>7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> <li>– excavate trenches and provide trench support</li> <li>– confirm ground conditions, site and excavations are suitable for the drainage installation work</li> <li>– recognise the dangers of loads and structures at the edge of excavations</li> <li>– deal with groundwater</li> <li>– work around other utility services</li> <li>– install geotextile materials</li> <li>– prepare different types of bedding for pipework sand, shingle, cementitious</li> <li>– determine levels and gradients</li> <li>– identify the differences between surface and foul water drainage</li> <li>– measure, mark and cut drainage materials</li> <li>– lay, position, level, plumb, align, fit, join, fix and secure new and replacement drainage systems</li> <li>– lift and transport assembled drainage systems</li> <li>– construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)</li> <li>– assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)</li> <li>– connect and seal new systems to existing systems</li> </ul> <p><i>Continued...</i></p>	

<b>Title:</b>	Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– prepare for conducting smoke, water, ball, air and mandrel tests on drainage systems</li> <li>– work, around and in close proximity to with plant and machinery including lifting equipment</li> <li>– store and dispose of removed drainage components</li> <li>– follow specified hygiene procedures particularly when dealing with foul water draining systems</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height and below ground level</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing drainage.
	7.6	Describe how to maintain the tools and equipment used when installing drainage.

<b>Title:</b>	Installing drainage in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p><b>One</b> of the following required:</p> <ul style="list-style-type: none"> <li>Inspection chambers</li> <li>Surface water systems</li> <li>Foul water systems</li> </ul>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	100

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Unit Number:</b>	F/618/3283	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing and forming specialist masonry elements.	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: <ul style="list-style-type: none"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with installing and forming specialist masonry support elements.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing and forming specialist masonry elements.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.



<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when installing and forming specialist masonry elements.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing and forming specialist masonry elements.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when installing and forming specialist masonry elements in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to install and form specialist masonry elements, and the types, purpose and limitations of each type, the work situation and 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>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to install and form specialist masonry elements.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>– specialist masonry support elements</li> <li>– fittings and fixings</li> <li>– hand and power tools, and equipment.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	
	<p>4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	
	4.6 Describe any potential hazards associated with the resources and methods of work.	
	4.7 Describe how to calculate quantity, volume, length, width, area and wastage of materials associated with the method and procedure to install and form specialist masonry elements.	
5 Minimise the risk of damage to the work and surrounding area when installing and forming specialist masonry elements.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.	
	5.2 Maintain a clear and tidy work space.	
	5.3 Dispose of waste in accordance with current legislation.	
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.	
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.	
6 Complete the work within the allocated time when installing and forming specialist masonry elements.	6.1 Demonstrate completion of the work within the estimated allocated time.	
	6.2 Describe 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 productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>	
7 Comply with the given contract information to install and form specialist masonry elements to the required specification.	7.1 Demonstrate the following work skills when : <ul style="list-style-type: none"> <li>– positioning, levelling, plumb, adjusting and fixing.</li> </ul>	
	7.2 Use and maintain hand and power tools and equipment.	

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.3	Install and/or form fire barriers and/or breaks and support angles plus at least two of the following specialist masonry support elements to given working instructions: <ul style="list-style-type: none"> <li>– brick soffit systems</li> <li>– channel systems</li> <li>– wind posts</li> <li>– vapour and/or moisture barriers</li> <li>– wall starter kits.</li> </ul>
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– identify the types, uses and characteristics of specialist masonry support elements; brick soffit systems, support angles, fire barriers and breaks, wind posts and wall starter kits</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– install and adjust masonry support angles</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form and maintain the integrity of cavities</li> <li>– position and secure wall ties including spacing, particularly around openings</li> <li>– position and fix damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– position bond and tape insulation materials</li> <li>– install wind posts</li> <li>– use wall starter kits</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing and forming specialist masonry elements.
	7.6	Describe how to maintain the tools and equipment used when installing and forming specialist masonry elements.

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 3 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>Install fire barriers and support angles and/or fire breaks and support angles and/or fire barriers and support angles and/or fire breaks and support angles</p> <p>Plus at least <b>two</b> of the following:</p> <p>Brick soffit systems Channel systems Wind posts Vapour and/or moisture barriers Wall starter kits</p>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	140
Assessment hours	10



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