



**Level 3 NVQ Diploma in Supervising Licensed
Asbestos Removal (Construction)**

Qualification Specification

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Introduction

The ProQual Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction) qualification provides the opportunity for individuals who supervise others in a relevant construction occupational area to demonstrate their competence.

The awarding organisation for this qualification is ProQual. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and has been accredited onto the Regulated Qualifications Framework (RQF).

Qualification Profile

Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction)

Qualification title	ProQual Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction)
Ofqual qualification number	603/4244/4
Level	3
Total qualification time	1150 hours
Guided learning hours	410
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	13/3/2019
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

To achieve the qualification candidates complete SEVEN Mandatory units, plus TWO Optional units.

Mandatory Units – complete ALL units			
Unit Reference Number	Unit Title	Unit Level	CITB Ref.
A/503/2772	Confirming work activities and resources for an occupational work area in the workplace	3	209v2
F/617/4972	Developing and maintaining professional working relationships in the workplace	3	VX10v2
R/503/2924	Confirming the occupational method of work in the workplace	3	211v2
T/503/2723	Implementing and maintaining health, safety and welfare in the workplace	3	212v3
F/503/2725	Co-ordinating and organising work operations in the workplace	3	213v3
J/617/4973	Installing and removing licensed asbestos enclosure or containment areas in the workplace <i>Unit Endorsements:</i> One of the following endorsements required: <i>Enclosure area</i> <i>Containment area</i>	2	462v2
L/617/4974	Removing licensed asbestos in the workplace	2	463v2
Optional Units – complete TWO units			
Unit Reference Number	Unit Title	Unit Level	CITB Ref.
F/503/2742	Monitoring progress of work against schedules in the workplace	3	215v3
R/617/4975	Confirming work meets contractual, industry and manufacturers' standards in the workplace	3	216v3
Y/617/4976	Repairing or encapsulating asbestos containing materials in the workplace <i>Unit Endorsements:</i> One of the following endorsements required: <i>Coatings with or without a reinforced matrix</i> <i>Sealed cladding</i> <i>Insulation</i> <i>Insulation boards</i> <i>Ceiling tiles</i> <i>Blankets/rope/woven cloth</i> <i>Cement products</i> <i>Sprayed coatings</i> <i>Bitumen products</i>	2	467v2

Centre Requirements

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

Staff

Staff delivering this qualification must be appropriately qualified and/or 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

Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS for the construction sector.

Assessment

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

The qualification must be assessed in line with the ConstructionSkills' Consolidated Assessment Strategy and must be internally assessed by an appropriately experienced and qualified assessor.

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

- Evidence can include:
- observation report by assessor
 - assignments/projects/reports
 - professional discussion
 - witness testimony
 - candidate product
 - worksheets
 - record of oral and written questioning
 - Recognition of Prior Learning

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 can be found from page 8.

Internal Quality Assurance

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

Adjustments to Assessment

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

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

Results Enquiries and Appeals

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

Certification

Candidates who achieve the requirements for qualifications will be awarded:

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

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(Construction)**

Claiming certificates

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

Unit certificates

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

Replacement certificates

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

Unit A/503/2772

Confirming work activities and resources for an occupational work area in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
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">– other occupations and /or customers– resources– weather conditions– health and safety requirements.
	3.2 Explain different methods of evaluating work activities against the following project requirements: <ul style="list-style-type: none">– contract conditions– contract programme– health and safety requirements of operatives.

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | 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">– other related programmes– special working conditions– weather conditions– other occupations/people– resources– health and safety requirements. |
| 4 | Identify work activities which influence each other and make the best use of their sources 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">– occupations and/or customers associated with the work– tools, plant and/or ancillary equipment materials and components. |
| | 4.3 | Explain different methods and sources that can identify which work activities influence each other. |
| | 4.4 | 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. |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 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.

Unit F/617/4972

Developing and maintaining professional working relationships in the workplace

Learning outcomes	Assessment criteria
<i>The learner will be able to:</i>	<i>The learner can:</i>
1 Develop and maintain professional working relationships with people.	1.1 Develop, maintain and encourage professional relationships
	1.2 Inform people about work activities and priorities.
	1.3 Offer advice and help to stakeholders about work activities and priorities.
	1.4 Inform stakeholders of the proposals for actions.
	1.5 Clarify with stakeholders objections to proposals and suggest alternatives.
	1.6 Resolve conflicts and differences of opinion in ways which minimise offence and which maintain goodwill, trust and respect
	1.7 Present relevant information at meetings clearly and concisely.
	1.8 Present your opinions and the interests of those you are representing in a convincing way, providing evidence to support your case, if required.
	1.9 Articulate any issues and problems emerging from discussions and propose and evaluate possible solutions
2 Understand how to develop and maintain professional working relationships with people.	2.1 Explain how to maintain and encourage professional relationships .
	2.2 Describe how and why to develop professional relationships .
	2.3 Describe how and why to resolve conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect.
	2.4 Describe how and when to present proposals for action to stakeholders .
	2.5 Explain how to clarify with stakeholders objections to any proposals.

- 2.6 Describe how and why to suggest alternative proposals.
- 2.7 Explain how to **inform people** about **work activities** and priorities.
- 2.8 Describe how and why to **offer advice** and help to **stakeholders** about **work activities**.
- 2.9 Explain the importance of **presenting** relevant information and opinions at the meeting clearly and concisely, and how to do so.
- 2.10 Describe the types and sources of information relevant for the meeting.
- 2.11 Explain how to present your opinions and the interests of those you are representing in a convincing way.
- 2.12 Explain the industry/sector requirements for participating in meetings
- 2.13 Explain the importance of identifying and articulating any issues and problems emerging from discussions, and how to contribute to resolving them

Additional information about this unit

Assessment Guidance The following range applies to the Learning Outcome – **Develop and maintain professional working relationships with people**

Professional relationships:

- formal
- informal

Stakeholders:

- clients and customers
- employers
- employees
- statutory and regulatory bodies
- users and community groups
- contractors
- consultants
- partners
- general public
- suppliers of products and services

Goodwill and trust:

- demonstrating a duty of care
- ethical relationships
- professional independence
- honouring promises and undertakings
- honest relationships
- constructive relationships
- equal opportunities

Informing, offering advice and presenting:

- orally
- in writing
- using graphics
- electronically

Work Activities

- progress
- results
- achievements
- emerging threats
- risks
- opportunities

Learning Outcome - **Develop and maintain professional relationships**

Product Evidence

- Information and advice provided about work activities
- Proposal(s) presented, including clarification and alternatives offered

Process Evidence - Information, advice and presentation

Unit R/503/2924

Confirming the occupational method of work in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Assess available project data accurately to determine the occupational method of work.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.
	1.2 Explain how to summarise the following project data: <ul style="list-style-type: none">– required quantities– specifications– detailed drawings– health and safety requirements– timescales– scope of works.
	1.3 Explain the different methods of assessing available project data.
	1.4 Explain how to use project data to interpret the work method, In relation to: <ul style="list-style-type: none">– standard work procedures– sequence of work– organisation of resources (people, equipment, materials)– work techniques– working conditions (health, safety and welfare)– risk assessment.
2 Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.
	2.2 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">– customers or representatives– suppliers– regulatory authorities– manufacturer's literature.
3 Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1 Examine potential work methods to carry out the occupational work activity.
	3.2 Determine which work methods will make best use of relevant resources and meet

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

		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">– health and safety welfare (principles of protection)– fire protection– access and egress– equipment availability– availability of competent workforce– pollution risk– waste and disposal– zero and low carbon outcomes– weather conditions.
	3.4	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">– conforming to statutory requirements– customer and user needs– contract requirements in terms of time, quantity and quality– environmental considerations.
	3.5	Explain how different methods of work can achieve zero/low carbon outcomes.
4	Confirm and communicate the selected work method to relevant personnel.	
	4.1	Confirm the selected occupational work method that meets project, statutory and contractual requirements.
	4.2	Communicate appropriately to relevant people on the selected occupational work method.
	4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.
	4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.

Unit T/503/2723

Implementing and maintaining health, safety and welfare in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Allocate and maintain health, safety and welfare equipment and resources to meet project and statutory requirements.	1.1 Make arrangements for health, safety and welfare in the relevant operational work environment. 1.2 Allocate responsibilities for maintaining health, safety and welfare equipment and resources to relevant people. 1.3 Post and maintain statutory notices and hazard warnings. 1.4 Allocate appropriate health, safety and welfare equipment and resources relative to the operational work environment. 1.5 Explain the methods of identifying and allocating health, safety and welfare equipment and resources, relating to: <ul style="list-style-type: none">– protective clothing– protective equipment– first-aid facilities and arrangements– welfare facilities– storage of security of material and equipment– accident and incident reporting– fire-fighting equipment– statutory notices– safety signs– provision of health, safety and welfare training.
2 Encourage a positive health, safety and welfare culture whilst identifying opportunities for improving the health and safety of the work environment.	2.1 Deliver work briefings to relevant people within the operational work environment to promote and encourage a positive health, safety and welfare culture. 2.2 Encourage two-way dialogue with other people and seek feedback for opportunities to improve the health and safety of the work environment. 2.3 Explain how to identify different opportunities for improving workplace health, safety and welfare.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>2.4 Explain how to recommend opportunities for improving workplace health, safety and welfare.</p> <p>2.5 Explain methods and techniques of promoting and encouraging a positive culture of health safety and welfare in the workplace.</p> <p>2.6 Explain how to deliver work briefings in ways that seek and encourage feedback.</p>
<p>3 Ensure that their team is inducted and suitably competent and monitored whilst at the workplace.</p>	<p>3.1 Use appropriate methods to confirm that the team are properly inducted and given regular health and safety updates.</p> <p>3.2 Determine that their team are suitably competent by carrying out relevant checks.</p> <p>3.3 Ensure that the operational performance of the team is monitored.</p> <p>3.4 Use appropriate methods and techniques to communicate and report any team performance issues.</p> <p>3.5 Explain the organisational methods and procedures for carrying out inductions that confirm: <ul style="list-style-type: none"> - health and safety responsibilities - workplace operations - health, safety and welfare equipment and resources - risk control procedures - first-aid arrangements. </p> <p>3.6 Explain the different ways of checking and monitoring correct authorisation and operational performance of the following people whilst in the workplace: <ul style="list-style-type: none"> - workforce - suppliers - visitors - customers - members of the public - trespassers. </p> <p>3.7 Explain the different techniques and methods of communicating and reporting any team performance issues.</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Monitor health, safety and welfare in the relevant work environment in accordance with statutory requirements.	<p>4.1 Implement and maintain health, safety and welfare within the operational work environment in accordance with legislation, workplace regulations, Codes of Practice and official guidance.</p> <p>4.2 Instigate actions to deal with any changing circumstances within the operational work environment in order to maintain health, safety and welfare.</p> <p>4.3 Explain the methods and techniques used to regularly check health, safety and welfare systems regularly in accordance with the following statutory requirements:</p> <ul style="list-style-type: none"> - workplace specific health, safety and welfare regulations - general health, safety and welfare legislation - recognised industry codes of practice - prescribed notices - safety signs. <p>4.4 Explain how to identify any special workplace conditions and examples which do not comply with regulations.</p> <p>4.5 Describe the different methods of recording special workplace conditions and examples which do not comply with regulations.</p> <p>4.6 Explain the reasons for regularly checking health safety and welfare relevant to the operational working environment.</p>

Unit F/503/2725

Co-ordinating and organising work operations in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Provide adequate-information about the work, as required, to all people affected.	1.1 Communicate arrangements for the work, to the relevant people, in relation to: <ul style="list-style-type: none">– start date– how long it will take– expected completion date.
	1.2 Explain different methods of informing the people affected of the work arrangements.
	1.3 List the types of people, internal and external to the project, who could be affected by work relevant to typical projects.
	1.4 Describe the consequences of providing inadequate information to those affected by the work.
2 Agree a programme and methods of work with the people who will carry out the work.	2.1 Discuss and confirm work programmes and methods of work relevant to project requirements with people involved in carrying out the work.
	2.2 Explain different methods and techniques of agreeing programmes and methods of work with those who will be carrying out the work.
3 Organise the work being done with other operations as required for the overall work being carried out.	3.1 Arrange and agree work programmes with other occupations relevant to project requirements.
	3.2 Explain the methods of organising and co-ordinating work with other work activities/operations.
4 Obtain sufficient resources of the appropriate type to meet the project requirements and timescales.	4.1 Identify and source adequate, suitable resources to meet project requirements.
	4.2 Describe ways of identifying and obtaining required resources for the project.
	4.3 Explain methods of planning for resources, in relation to: <ul style="list-style-type: none">- people

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

- tools
 - plant and ancillary equipment
 - materials and components
 - information.
- 5 Organise and control the work and resources in order to keep the workplace safe and tidy.
- 5.1 Implement systems to control resources, maintain site tidiness and dispose of waste in accordance statutory requirements.
- 5.2 Explain different ways of controlling the workplace and resources to create and maintain safe conditions and a tidy workplace.
- 5.3 Explain how a safe and tidy workplace creates a favourable image of the organisation, its products and services, and the project.
- 6 Identify, record and pass on information on any special considerations to people who could be affected.
- 6.1 Identify any special considerations that have to be allowed for, which can affect the project or people, in relation to:
- occupiers
 - environment
 - vehicular access
 - hazards
 - trespass
 - near neighbours
 - public access
 - workplace conditions
 - health, safety and welfare
 - statutory regulations and limitations
 - Codes of Practice.
- 6.2 Use appropriate methods to record any special considerations identified.
- 6.3 Supply information on any identified special considerations to those who would be affected.
- 6.4 Explain different ways of identifying what are special considerations.
- 6.5 Describe the methods of recording special considerations.
- 6.6 Explain ways information on special considerations can be passed on to the people affected.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>7 Organise the work area layout for operational purposes and communicate to the people involved with the work.</p>	<p>7.1 Organise the operational work area layout for operational purposes for four of the following:</p> <ul style="list-style-type: none"> – storage – layout of working area – environmental considerations – plant and/or equipment – temporary services – access and egress – security – continued use by occupiers – welfare facilities. <p>7.2 Inform relevant workforce of the work area layout for operational purposes.</p> <p>7.3 Explain the methods and techniques used for passing on information about the work area layout to people working in the workplace.</p> <p>7.4 Explain different ways of organising/arranging the work area layout for operational purposes.</p>
<p>8 Organise the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.</p>	<p>8.1 Plan and arrange storage for materials relevant to the occupational work environment in accordance with statutory and organisational requirements.</p> <p>8.2 Plan and arrange material handling and movement to allow minimum movement and waste.</p> <p>8.3 Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and components.</p>

Unit J/617/4973

Installing and removing licensed asbestos enclosure or containment areas in the workplace

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when installing and removing licensed asbestos enclosure or containment areas.	1.1 Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules 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">– drawings, specifications, schedules, plan of work, risk assessments, manufacturers' information, current official guidance, approved Codes of Practice and current regulations associated with installing and removing licensed asbestos enclosure or containment areas.
2 Know how to comply with relevant legislation and official guidance when installing and removing licensed asbestos enclosure or containment areas.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none">– in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative, skips, decontamination units and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

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| 3 | Maintain safe and healthy working practices when installing and removing licensed asbestos enclosure or containment areas. | <p>3.1 Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilations (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing and removing licensed asbestos enclosure or containment areas.</p> <p>3.2 Demonstrate compliance with the given information and relevant legislation when installing and removing licensed asbestos enclosure or containment areas in relation to the following:</p> <ul style="list-style-type: none"> – safe use, storage and handling of materials, tools and equipment – safe use of access equipment – specific risks to health and the environment. <p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing and removing licensed asbestos enclosure or containment areas, 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"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <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, site specific hazards and other task-related activities.</p> |
| 4 | Select the required quantity and quality of resources for the methods of work to install and remove licensed asbestos enclosure or containment areas. | <p>4.1 Select the provided resources associated with own work in relation to materials, components, fixings, tools and equipment.</p> |

- 4 continued
- 4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- decontamination units
 - controlled wet stripping materials and equipment and other removal materials and equipment
 - sheet materials, tapes, fixings or adhesives
 - protective clothing and equipment
 - specified hand tools, portable power tools, plant and equipment
 - test equipment.
- 4.3 Describe how to confirm that the resources and materials conform to the specification
- 4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.
- 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 assess quantity, length, weight and area associated with the procedure to install and remove licensed asbestos enclosure or containment areas.
- 5 Minimise the risk of damage to the work and surrounding area when installing and removing licensed asbestos enclosure or containment areas.
- 5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
- 5.2 Maintain a safe, clear and clean work space.
- 5.3 Segregate and dispose of asbestos and non-asbestos 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, members of the public 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.

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| 6 | Complete the work within the allocated time when installing and removing licensed asbestos enclosure or containment areas. | 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"> – types of timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to install and remove licensed asbestos enclosure or containment areas to the required specification. | 7.1 | Demonstrate the following work skills when installing and removing licensed asbestos enclosure or containment areas: <ul style="list-style-type: none"> – measuring, marking out, fitting, setting up, positioning, erecting, securing, inspecting and dismantling. |
| | | 7.2 | Use and maintain specified hand tools, portable power tools and ancillary equipment. |
| | | 7.3 | Prepare, install, maintain, dismantle and remove at least one of the following to given working instructions: <ul style="list-style-type: none"> – enclosure area for the removal of licensed asbestos – containment areas for the removal of licensed asbestos. |
| | | 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"> – follow the organisational quality requirements – prepare, install, maintain, dismantle and remove enclosure areas for the removal of licensed asbestos – install, maintain, dismantle and remove work areas – prepare and maintain all areas affected by the work activity – install, use, maintain and remove hygiene facilities which may include modular units – install, maintain, use and remove airlocks, bag locks, negative pressure units, vacuum cleaners and ancillary equipment – read pressure gauges and other monitoring devices – correctly position clear viewing panels and CCTV cameras – damp down, clean, clear, seal and remove deposits or dust containing asbestos – use inspection and testing equipment – conduct enclosure integrity and smoke tests |

7 continued

- 7.4 – understand the implications of working with and around services including electrical, gas and water
- recognise and determine when specialist skills and knowledge are required and then report accordingly
 - determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance
 - work with, around and in close proximity to plant and machinery
 - comply with asbestos control measures
 - use specified hand tools, portable power tools and equipment
 - work at height
 - work in confined spaces
 - use access equipment.
- 7.5 Describe the needs of other occupations and how to communicate effectively within a team when installing and removing licensed asbestos enclosure or containment areas and members of the public who may be affected.
- 7.6 Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when installing and removing licensed asbestos enclosure or containment areas.

Additional information about this unit

Assessment Guidance

This unit must be assessed against the endorsements detailed within the relevant NVQ structure.

ProQual Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction):

One of the following endorsements required:

Enclosure area

Containment area.

Unit L/617/4974

Removing licensed asbestos in the workplace

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>1 Interpret the given information relating to the work and resources when removing licensed asbestos.</p>	<p>1.1 Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules and manufacturer's information.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statements.</p> <p>1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, risk assessments, plan of work, current official guidance, manufacturers' information, current regulations and approved Codes of Practice associated with licensed asbestos removal
<p>2 Know how to comply with relevant legislation and official guidance when removing licensed asbestos</p>	<p>2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:</p> <ul style="list-style-type: none"> – 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. <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative, skips, decontamination units, hygiene facilities and vehicles.</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports.</p>

- 3 Maintain safe and healthy working practices when removing licensed asbestos.
- 3.1 Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilation (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when removing licensed asbestos.
- 3.2 Demonstrate compliance with given information and relevant legislation when removing licensed asbestos in relation to the following:
- safe use, storage and handling of materials, tools and equipment
 - safe use of access equipment
 - specific risks to health and the environment.
- 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to removing licensed asbestos, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - local exhaust ventilation (LEV)
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE).
- 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, site specific hazards and other task-related activities.

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| 4 | Select the required quantity and quality of resources for the methods of work to remove licensed asbestos. | 4.1 | Select resources associated with own work in relation to materials, components, fixings, tools and equipment. |
| | | 4.2 | Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – materials, components and equipment relating to hand tools, equipment and given control measures – protective clothes and equipment – decontamination units, hygiene facilities. |
| | | 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 assess quantity, length, weight, area and wastage associated with the method/procedure to remove licensed asbestos. |
| 5 | Minimise the risk of damage to the work and surrounding area when removing licensed asbestos. | 5.1 | Protect the work and its surrounding area from damage and contamination in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Maintain a safe, clear and clean work space. |
| | | 5.3 | Dispose and segregate asbestos and non-asbestos 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, members of the public 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 and industry guidance. |

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| 6 | Complete the work within the allocated time when removing licensed asbestos. | 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"> – types of timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Comply with the given contract information to remove licensed asbestos to the required specification. | 7.1 | Demonstrate the following work skills when removing licensed asbestos : <ul style="list-style-type: none"> – quantifying, identifying, stripping, handling, dismantling, cleaning, sealing and removing. |
| | | 7.2 | Demonstrate how to follow direct connection and transit procedures. |
| | | 7.3 | Use and maintain specified hand tools and ancillary equipment. |
| | | 7.4 | Apply fibre suppression techniques. |
| | | 7.5 | Strip, handle and remove licensed asbestos materials to given working instructions. |
| | | 7.6 | Demonstrate how to follow transit and decontamination procedures. |
| | | 7.7 | 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"> – undertake the removal in accordance with the plan of work and quality requirements – follow direct connection and transit procedures – suppress fibres and control exposure – maintain standards of cleanliness – assess and monitor personal exposure levels and interpret the results – follow transit and decontamination procedures – apply controlled wetting including injection and spraying techniques – remove asbestos by approved abrasive blasting techniques – shadow vacuum – handle and dispose of asbestos – understand the implications of working with and around services including electrical, gas and water – remove licensed asbestos by the approved glove and bag method |

7 continued

- 7.7
- recognise and determine when specialist skills and knowledge are required and report accordingly
 - determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance
 - work with, around and in close proximity to plant and machinery
 - use specified hand tools, portable power tools and equipment
 - work at height
 - work in confined spaces
 - use access equipment.
- 7.8 Describe the needs of other occupations and how to communicate effectively within a team when removing licensed asbestos.
- 7.9 Describe how to maintain the specified hand tools, portable power tools, ancillary equipment and control measures used to remove licensed asbestos.

Unit F/503/2742

Monitoring progress of work against schedules in the workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Identify and inform decision makers of inappropriate specified resources and suggest suitable alternatives.	1.1 Establish and record inappropriate resources selected for the project, and seek suitable alternatives. 1.2 Advise relevant decision makers of suitable alternative resources. 1.3 Give examples of inadequate and inappropriate resources, relating to: - people - tools and ancillary equipment - materials and components - time - information. 1.4 Explain the different methods and techniques of informing relevant decision makers about inadequate or inappropriate resources. 1.5 Explain the organisational procedure for suggesting and specifying alternative resources.
2 Identify and quantify deviations from planned progress which have or may occur, and which could disrupt the programme.	2.1 Determine and analyse work done or projected work to be done. 2.2 Compare work done or projected work against given schedules to identify deviations relative to the project plan. 2.3 Explain the methods that can be used to identify deviations from planned progress, in relation to: - resource shortages - design problems and constraints - lack of essential construction information - construction errors - inclement weather - physical (workplace) constraints. 2.4 Describe how any deviations from the planned progress could disrupt the programme, in relation to: - action lists - method statements

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<ul style="list-style-type: none"> - work costs.
<p>3 Confirm the circumstances of any deviations, and agree and implement appropriate corrective actions.</p>	<p>2.5 Explain how to quantify any deviations from planned progress in regards to the method of work and any implication on resources.</p> <p>3.1 Analyse and agree corrective actions from identified deviations needed to maintain the project schedule.</p> <p>3.2 Plan and implement agreed corrective actions.</p> <p>3.3 Describe the methods that can confirm the circumstances of any deviations.</p> <p>3.4 Explain how to agree and implement corrective actions in circumstances of any deviations, in relation to:</p> <ul style="list-style-type: none"> - restoring progress in accordance with agreed programme - agreeing new completion dates - securing additional resources - altering planned work.
<p>4 Identify options which may produce savings in cost and time and help the contract progress, and pass options onto decision makers.</p>	<p>4.1 Establish suitable options to the work schedule considered to save cost and time.</p> <p>4.2 Inform relevant decision makers in a suitable format on identified options that can assist contractual progress.</p> <p>4.3 Explain how to identify the options which are most likely to minimise increases in cost and time and help contract progress.</p> <p>4.4 Describe the different methods and techniques used to communicate information about costs and time to relevant decision makers.</p>
<p>5 Inform decision makers about progress, changes to the operational programme and resource needs.</p>	<p>5.1 Collect and establish information of project progress against project specifications.</p> <p>5.2 Advise decision makers on project progress and recommended options for changes and resource needs.</p>

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

- 5.3 Describe how to best inform relevant decision makers on actions needed to be taken to maintain or improve project progress.
- 5.4 Explain why and when decision makers should be informed about progress, any changes to the operational programme and resource needs.

Unit R/617/4975

Confirming work meets contractual, industry and manufacturers' standards in the workplace

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Source information, implement contractual, industry and manufacturers' standards and allocate responsibilities.	1.1 Source information applicable to the occupational work environment and implement contractual, industry and manufacturers' standards relevant to project requirements. 1.2 Allocate specific responsibilities to ensure the work is carried out to the specified standards. 1.3 Explain how to source the contractual, industry and manufacturers' standards applicable to the occupational work environment from current statutory requirements, project specifications, British Standards, Codes of Practices, current organisational standards, good working practices, manufacturers; information, operator's instructions, environmental information and warranties. 1.4 Describe the various methods for allocating responsibilities for the contractual, industry and manufacturers' standards to the workforce, suppliers and project team during the programme.
2 Regularly check that work conforms to the design requirements and the specified contractual, industry and manufacturers' standards.	2.1 Carry out regular inspections and implement control procedures within the occupational work environment 2.2 Compare inspection results to establish conformity with the design requirements and the specified contractual, industry and manufacturers' standards. 2.3 Record comparisons and provide regular reports to confirm conformity/non-conformity to the contractual, industry and manufacturers' standards. 2.4 Explain the methods used to check that the work, methods of work, materials and their uses, conform to the design requirements and specified contractual, industry and manufacturers' standards.

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| 3 | Identify work that fails to meet the required contractual, industry and manufacturers' standards and implement corrective action. | 3.1 | Identify and report work which fails to meet required contractual, industry and manufacturers' standards. |
| | | 3.2 | Plan, record and implement the required action needed to correct work which does not meet the specified contractual, industry and manufacturers' standards. |
| | | 3.3 | Explain the techniques and methods used to identify work that has failed to meet contractual, industry and manufacturers' standards. |
| | | 3.4 | Describe the various methods for implementing corrective actions to work which does not meet contractual, industry and manufacturers' standards. |
| 4 | Identify and inform managers about variations between contractual, industry and manufacturers' standards. | 4.1 | Record and report any identified variations between the contractual, industry and manufacturers' standards. |
| | | 4.2 | Record and notify managers, using suitable formats that comply with organisational procedures, on the agreed corrections undertaken. |
| | | 4.2 | Describe the methods used to inform managers about variations between the contractual, industry and manufacturers' standards. |
| | | 4.3 | Explain when action should be taken on variations between contractual, industry and manufacturers' standards relative to the occupational work environment. |

Unit Y/617/4976

Repairing or encapsulating asbestos containing materials in the workplace

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when repairing or encapsulating asbestos containing materials.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, plan of work, 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">– drawings, specifications, schedules, plan of work, risk assessments, manufacturers' information, current official guidance, approved Codes of Practice and current regulations associated with repairing or encapsulating asbestos containing materials.
2 Know how to comply with relevant legislation and official guidance when repairing or encapsulating asbestos containing materials.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none">– 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. 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative, skips, decontamination units, hygiene facilities and vehicles. 2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when repairing or encapsulating asbestos containing materials.	3.1 Use health and safety control equipment, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilation (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing or encapsulating asbestos containing materials.

- 3 continued
- 3.2 Demonstrate compliance with given information and relevant legislation when repairing or encapsulating asbestos containing materials in relation to the following:
- safe use, storage and handling of materials, tools and equipment
 - safe use of access equipment
 - specific risks to health and the environment.
- 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing or encapsulating asbestos containing materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - local exhaust ventilation (LEV)
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE).
- 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, site specific hazards and other task-related activities.
- 4 Select the required quantity and quality of resources for the methods of work to repair or encapsulate asbestos containing materials.
- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- repair materials
 - adhesives and tapes
 - fittings and fixings
 - decontamination units, hygiene facilities
 - protective clothing and equipment
 - encapsulating materials
 - specified hand tools, portable power tools and equipment.
- 4.3 Describe how to confirm that the resources and materials conform to the specification.
- 4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.

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| 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 assess quantity, length, weight, area and wastage associated with the method and procedure to repair asbestos containing materials. |
| 5 | Minimise the risk of damage to the work and surrounding area when repairing or encapsulating asbestos containing materials. | 5.1 | Protect the work and its surrounding area from damage and contamination in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Maintain a safe, clear and clean work space. |
| | | 5.3 | Segregate and dispose of asbestos and non-asbestos 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, members of the public 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 repairing or encapsulating asbestos containing materials. | 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"> – types of timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme. |
| 7 | Complete the work within the allocated time when repairing or encapsulating asbestos containing materials. | 7.1 | Demonstrate the following work skills when repairing or encapsulating asbestos containing materials: <ul style="list-style-type: none"> – measuring, marking out, fitting, mixing, finishing, positioning, securing and sealing. |
| | | 7.2 | Use and maintain specified hand tools, portable power tools and ancillary equipment. |

7 continued

- 7.3 Repair or encapsulate products which contain asbestos materials by the following methods to given working instructions:
- coatings with or without a reinforced matrix
 - sealed cladding.
- 7.4 Prepare and maintain area affected by the work activity.
- 7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- follow the organisational quality requirements
 - set up enclosure and containment areas
 - encapsulate and repair asbestos-containing materials by applying coatings with or without a reinforced matrix and by installing sealed cladding
 - protect existing asbestos-containing materials from incidental damage
 - understand the implications of working with and around services including electrical, gas and water
 - recognise and determine when specialist skills and knowledge are required and report accordingly
 - determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance
 - work with, around and in close proximity to plant and machinery
 - use specified hand tools, portable power tools and equipment
 - work at height
 - work in confined spaces
 - use access equipment.
- 7.6 Describe the needs of other occupations and how to communicate effectively within a team when repairing or encapsulating asbestos containing materials and members of the public who may be affected.
- 7.7 Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when repairing or encapsulating asbestos-containing materials.

Additional information about this unit

Assessment Guidance

This unit must be assessed against the endorsements detailed within the relevant NVQ structure.

ProQual Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction):

One of the following endorsements required:

- Coatings with or without a reinforced matrix
- Sealing cladding
- Insulation
- Insulation boards
- Ceiling tiles
- Blankets/rope/woven cloth
- Cement products
- Sprayed coatings
- Bitumen products



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