ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction)

Qualification Specification

Contents

Introduction

The ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction) qualification provides a nationally recognised qualification for those working in the construction and the built environment sector working across a broad range of areas. They are designed to assess occupational competence in the workplace where candidates are required to demonstrate skills and knowledge to a level required in the construction industry. There are 7 specialist pathways:

Pathway 1: Insulated Enclosures – Industrial
Pathway 2: Insulated Enclosures – Commercial
Pathway 3: Industrial Storage Systems - Installation
Pathway 4: Door, Gate and Shutter Systems – Installation and Maintenance
Pathway 5: Architectural Metalwork Installer
Pathway 6: Acoustic Packages and Frames Installer

The awarding body for this qualification is ProQual Awarding Body (www.proqualab.com) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual); It is also endorsed by the sector body for construction - CITB.

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications.

Qualification Profile
Level 2 NVQ Diploma in Specialist Installation Occupations (Construction)

Qualification title	**ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction)**
Ofqual qualification number	603/0453/4
Level	2
Total Qualification Time	440 hours (128 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/8/16
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 must complete the Mandatory units from one of the Pathways. Additional units may also be completed for the Pathways indicated on the following pages.

Pathway 1 : Insulated Enclosures – Industrial

Candidates must complete 6 Mandatory units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
K/650/1360	Installing and repairing ceilings in insulated enclosures in the workplace *Unit endorsements:* ***Two** of the following endorsements required:* *Suspended proprietary* *Composite panel* *Bespoke*	2
T/615/2192	Installing insulated enclosure floors in the workplace	2
A/615/2193	Installing insulated cladding walls in the workplace	2

Additional Units – Pathways 1 and 2 (not compulsory)		
Unit Ref.	**Title**	**Level**
A/615/1609	Erecting and dismantling access/working platforms in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures* *Industrial storage systems* *Plus **two** or more of the following endorsements required:* *Ladders/crawler boards* *Step ladders/platform steps* *Proprietary towers* *Trestle platforms* *Mobile scaffold towers* *Proprietary staging/podiums*	2
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures*	2
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e own area of work):* *Door and shutter systems* *Insulated enclosures* ***Plus one of the following endorsements required:*** *Mobile elevated working platform boom vehicle mounted* *Mobile elevated working platform boom self-propelled*	2
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Door and shutter systems* *Insulated enclosures*	2
A/508/6525	Slinging and hand signalling the movement of suspended loads in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Slinger/signaller – insulated enclosures only* *Slinger/signaller – door and shutter systems only*	2
J/615/1645	Using manual metal arc welding equipment	2
R/615/1650	Using semi-automatic MIG or MAG welding equipment	2

Pathway 2 : Insulated Enclosures – Commercial

Candidates must complete 6 Mandatory units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
Y/615/2203	Installing insulated enclosures in the workplace	2
T/615/2192	Installing insulated enclosure floors in the workplace	2
F/615/2194	Installing door and gate systems in the workplace *<u>Unit endorsements</u>:* *At least **one** of the following industrial and/or commercial and/or pedestrian door or gates endorsements required:* ***Industrial/commercial door system types:*** *Vertically sliding door* *Vertically rolling door* *Horizontally acting door or gate* *Automated or Power operated gates* *Automated or Power operated barriers* *Fire-resisting door* ***Pedestrian door or gate system types:*** *Domestic garage door with panel construction* *Domestic garage door with rolling construction* *Domestic garage door power operated* *Manual slide door* *Swing and folding door or gate* *Automated or Power operated gates* *Automated or Power operated barriers* *Fire resisting door* *Power operated slide, swing or folding door* *Manual and power-operated revolving door*	2

Additional Units – Pathways 1 and 2 (not compulsory)		
Unit Ref.	**Title**	**Level**
A/615/1609	Erecting and dismantling access/working platforms in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures* *Industrial storage systems* *Plus **two** or more of the following endorsements required:* *Ladders/crawler boards* *Step ladders/platform steps* *Proprietary towers* *Trestle platforms* *Mobile scaffold towers* *Proprietary staging/podiums*	2
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures*	2
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e own area of work):* *Door and shutter systems* *Insulated enclosures* ***Plus one of the following endorsements required:*** *Mobile elevated working platform boom vehicle mounted* *Mobile elevated working platform boom self-propelled*	2
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Door and shutter systems* *Insulated enclosures*	2
A/508/6525	Slinging and hand signalling the movement of suspended loads in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Slinger/signaller – insulated enclosures only* *Slinger/signaller – door and shutter systems only*	2
J/615/1645	Using manual metal arc welding equipment	2
R/615/1650	Using semi-automatic MIG or MAG welding equipment	2

Pathway 3 : Industrial Storage Systems – Installation

Candidates must complete 5 Mandatory units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
J/615/2195	Installing industrial pallet racking systems in the workplace *Unit endorsements:* ***Two*** *of the following endorsements required:* *Drive in/drive through APR above 6 metres* *Dynamic storage* *High bay (over 12 metres)* *Mobile* *Mini load* *Cantilever* *Rack clad* *Multi-tier*	2
L/615/2196	Installing industrial shelving systems in the workplace *Unit endorsements:* ***Two*** *of the following endorsements required:* *Carton live* *Single tier* *Multi-tier* *Long span* *Mobile*	2

Additional Units – Pathway 3 (not compulsory)		
Unit Ref.	**Title**	**Level**
A/615/1609	Erecting and dismantling access/working platforms in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures* *Industrial storage systems* *Plus **two** or more of the following endorsements required:* *Ladders/crawler boards* *Step ladders/platform steps* *Proprietary towers* *Trestle platforms* *Mobile scaffold towers* *Proprietary staging/podiums*	2
M/508/6490	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace *Unit endorsements:* *The following endorsement required (i.e. own area of work):* *Industrial storage systems*	2
T/508/6491	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace *Unit endorsement:* *The following endorsement required (i.e. own area of work):* *Industrial storage systems*	2
A/508/6492	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace *Unit endorsements:* *The following endorsement required (i.e. own area of work):* *Industrial storage systems*	2
F/508/6493	Preparing and operating telescopic handlers to lift and transfer loads in the workplace *Unit endorsements:* *The following endorsement required (i.e. own area of work):* *Industrial storage systems* *Plus **one** of the following endorsements required:* *Telescopic handler industrial telescopic* *Telescopic handler up to 9 metres* *Telescopic handler all sizes* *Telescopic handler all sizes excluding 360 degree* *Telescopic handler all sizes including 360 degree*	2
D/508/6484	Preparing and operating lorry loaders to knuckle booms to lift and transfer loads in the workplace *Unit endorsements:* *The following endorsement required (i.e. own area of work):* *Industrial storage systems* *Plus **one** of the following endorsements required:* *Knuckle boom* *Lorry loader hook* *Lorry loader clamshell bucket* *Lorry loader hydraulic clamp*	2

A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures*	2
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e own area of work):* *Door and shutter systems* *Insulated enclosures* ***Plus one of the following endorsements required:*** *Mobile elevated working platform boom vehicle mounted* *Mobile elevated working platform boom self-propelled*	2
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Door and shutter systems* *Insulated enclosures*	2
A/508/6587	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Generators* *Pumps* *Pedestrian operated plant or machines* *Mixers* *Compressors* *Self-powered tools*	2

Pathway 4 : Door, Gate and Shutter Systems – Installation and Maintenance

Candidates must complete 4 Mandatory units, plus 1 Optional unit.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
R/615/2197	Servicing and maintaining or commissioning door, gate or shutter systems in the workplace *Unit endorsements:* *At least **one** of the following industrial and/or commercial and/or pedestrian door endorsements required:* ***Industrial and/or commercial door or gate system types:*** *Roller shutter* *Sectional* *Horizontally acting* *Automated or power operated gates or barriers* *Fire-resisting door* ***Pedestrian and/or residential door or gate system types:*** *Domestic garage door with panel construction* *Domestic garage door with rolling construction* *Domestic garage door power operated* *Manual slide door* *Swing and folding door or gate* *Fire resisting door* *Power operated slide, swing or folding door or gate* *Manual and power-operated revolving door* ***Shutter system types:*** *Roller shutter* *Grille* *Shop front shutter* *Wood shutter* *Domestic shutter* *Garage door* *Solar powered shutter* *Solar shading system* *Motorised shutter*	2

Optional Units – ONE unit required		
Unit Ref.	**Title**	**Level**
F/615/2194	Installing door and gate systems in the workplace *<u>Unit endorsements</u>:* *At least **One** of the following industrial and/or commercial and/or pedestrian door or gates endorsements required:* ***Industrial/commercial door system types:*** *Vertically sliding door* *Vertically rolling door* *Horizontally acting door or gate* *Automated or Power operated gates* *Automated or Power operated barriers* *Fire-resisting door* ***Pedestrian door or gate system types:*** *Domestic garage door with panel construction* *Domestic garage door with rolling construction* *Domestic garage door power operated* *Manual slide door* *Swing and folding door or gate* *Automated or Power operated gates* *Automated or Power operated barriers* *Fire resisting door* *Power operated slide, swing or folding door* *Manual and power-operated revolving door*	2
Y/615/2198	Installing shutter systems in the workplace *<u>Unit endorsements:</u>* ***Three** of the following endorsements required:* *Roller shutter or grille* *Shop front shutter* *Wood shutter* *Domestic shutter* *Solar powered shutter* *Solar shading system* *Motorised shutter*	2

D/615/2199	Dismantling and repairing door, gate or shutter systems in the workplace *<u>Unit endorsements:</u>* *At least **one** of the following industrial and/or commercial and/or pedestrian door endorsements required:* ***Industrial and/or commercial door or gate system types:*** *Roller shutter* *Sectional* *Horizontally acting* *Automated or power operated gates or barriers* *Fire-resisting door* ***Pedestrian and/or residential door or gate system types:*** *Domestic garage door with panel construction* *Domestic garage door with rolling construction* *Domestic garage door power operated* *Manual slide door* *Swing and folding door* *Fire resisting door* *Power operated slide, swing or folding door* *Manual and power-operated revolving door* ***Shutter system types**:* *Roller shutters* *Grilles* *Shop front shutters* *Wood shutters* *Garage doors* *Solar powered shutters* *Solar shading systems* *Motorised shutter*	2

Additional Units – Pathway 4 (not compulsory)		
Unit Ref.	**Title**	**Level**
A/615/1609	Erecting and dismantling access/working platforms in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures* *Industrial storage systems* *Plus **two** or more of the following endorsements required:* *Ladders/crawler boards* *Step ladders/platform steps* *Proprietary towers* *Trestle platforms* *Mobile scaffold towers* *Proprietary staging/podiums*	2
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures*	2
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e own area of work):* *Door and shutter systems* *Insulated enclosures* ***Plus one of the following endorsements required:*** *Mobile elevated working platform boom vehicle mounted* *Mobile elevated working platform boom self-propelled*	2
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Door and shutter systems* *Insulated enclosures*	2
A/508/6525	Slinging and hand signalling the movement of suspended loads in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Slinger/signaller – insulated enclosures only* *Slinger/signaller – door and shutter systems only*	2
A/615/1657	Installing door, blind or shutter wiring systems in the workplace	2
J/615/1645	Using manual metal arc welding equipment	1
R/615/1650	Using semi-automatic MIG or MAG welding equipment	1

Pathway 5 : Architectural Metalwork Installer

Candidates must complete 4 Mandatory units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
K/616/6316	Installing architectural metalwork in the workplace	2

Pathway 6 : Acoustic Packages and Frames Installer

Candidates must complete 4 Mandatory units.

Mandatory Units – complete ALL units		
Unit Ref.	**Title**	**Level**
M/508/6537	Conforming to general health, safety and welfare in the workplace	1
T/508/6538	Conforming to productive working practices in the workplace	2
Y/508/6533	Moving, handling and storing resources in the workplace	2
F/650/1359	Installing acoustic packages and support frames in the workplace *Unit endorsements:* ***Five** of the following required:* *Louvres* *Enclosures* *Openings (doors and/or windows)* *Panel screens* *Attenuators (silencer)* *Complete audiology rooms (floor, wall, ceiling, internal finish, door(s) and window(s)*	2

Additional Units – Pathway 6 (not compulsory)		
Unit Ref.	**Title**	**Level**
T/503/9560	Installing, maintaining and removing work area protection and safety equipment in the workplace *Unit endorsements:* *One of the following endorsements required:* *Protection and safety notices* *Safety lighting*	2
A/508/6508	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Door and shutter systems* *Insulated enclosures*	2
F/508/6509	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e own area of work):* *Door and shutter systems* *Insulated enclosures* ***Plus one of the following endorsements required:*** *Mobile elevated working platform boom vehicle mounted* *Mobile elevated working platform boom self-propelled*	2
T/508/6510	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace *Unit endorsements:* ***One** of the following endorsements required:* *Door and shutter systems* *Insulated enclosures*	2
A/508/6525	Slinging and hand signalling the movement of suspended loads in the workplace *Unit endorsements:* ***One** of the following endorsements required (i.e. own area of work):* *Slinger/signaller – insulated enclosures only* *Slinger/signaller – door and shutter systems only*	2

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/or occupationally competent.

Assessors/Internal Quality Assurance
Assessors for each 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.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

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 developed by CITB.

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 qualifications must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment, and it 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 21.

Additional information for assessment and requirements for unit **endorsements** where relevant is included after all of the learning outcomes and assessment criteria for each unit.

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 this qualification will be awarded:

- A certificate listing all units 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 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.

Title:	Conforming to general health, safety and welfare in the workplace.
Unit Number:	M/508/6537

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*	
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: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	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.

Title:	Conforming to general health, safety and welfare in the workplace.
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
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: – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.
	3.7 State the appropriate types of fire extinguishers relevant to the work.
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

Title:	Conforming to general health, safety and welfare in the workplace.

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: – recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5 Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: – during the working day – on completion of the day's work – for unauthorised personnel (other operatives and the general public) – for theft.
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Title:	Conforming to general health, safety and welfare in the workplace.
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Conforming to productive working practices in the workplace
Unit Number:	T/508/6538

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
	1.2 Describe the different methods of communicating with line management, colleagues and customers.
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.
2 Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: – using resources for own and other's work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions.
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.
3 Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: – job cards – worksheets – material/resource lists – time sheets.
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales.
4 Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.

Title:	Conforming to productive working practices in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
	4.3 Describe how to maintain good working relationships, in relation to: – individuals – customer and operative – operative and line management – own and other occupations.
	4.4 Describe why it is important to work effectively with line management, colleagues and customers.
	4.5 Describe how working relationships could have an effect on productive working.
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others.

Title:	Conforming to Productive Working Practices in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	10

Title:	Moving, handling and storing resources in the workplace	
Unit Number	Y/508/6533	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Comply with given information when moving, handling and/or storing resources.		1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.
		1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.
		1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.
		1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.		2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
		2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.
		2.4 State the appropriate types of fire extinguishers relevant to the work.
		2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.
3 Maintain safe working practices when moving, handling and/or storing resources.		3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.
		3.2 Use lifting aids safely as appropriate to the work.

Title:	Moving, handling and storing resources in the workplace	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
3 continued		3.3 Protect the environment in accordance with safe working practices as appropriate to the work.
		3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling **and/or** storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
		3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
		3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.		4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.
		4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: – lifting and handling aids – container(s) – fixing, holding and securing systems.
		4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.
		4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5 Describe any potential hazards associated with the resources and methods of work.
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.		5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2 Dispose of waste and packaging in accordance with legislation.

Title:	Moving, handling and storing resources in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 continued	5.3 Maintain a clean work space when moving, handling or storing resources.
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5 Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when moving, handling and/or storing resources.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given occupational resource information to move, handle **and/or** store resources to the required guidance.	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: – moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.
	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: – sheet material – loose material – bagged or wrapped material – fragile material – tools and equipment – components – liquids.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling **and/or** storing occupational resources.
	7.4 Describe the needs of other occupations when moving, handling **and/or** storing resources.

Title:	Moving, handling and storing resources in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	17

Title:	Installing and repairing ceilings in insulated enclosures in the workplace	
Unit Number	K/650/1360	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing and repairing ceilings in insulated enclosures		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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, official guidance and current regulations governing buildings associated with installing and repairing ceilings in insulated enclosures.
2 Know how to comply with relevant legislation and official guidance when installing and repairing ceilings in insulated enclosures		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: - 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 and vehicles
		2.3 Explain what the accident reporting procedures are and who is responsible for making reports
		2.4 Describe the types of fire extinguishers available when installing and repairing ceilings in insulated enclosures and describe how and when they are used
3 Maintain safe and healthy working practices when installing and repairing ceilings in insulated enclosures.		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 repairing ceilings in insulated enclosures

	3.2	Demonstrate compliance with given information and relevant legislation when installing and repairing ceilings in insulated enclosures in relation to the following: – safe use of access equipment and working platforms – safe use, storage and handling of materials, tools and equipment – specific risks to health – safe use and storage of lifting accessories
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing and repairing ceilings in insulated enclosures, 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 and other task-related activities
4 Select the required quantity and quality of resources for the methods of work to install and repair ceilings in insulated enclosures.	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: –panels –fittings and fixings –hand tools, 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
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources
	4.6	Describe any potential hazards associated with the resources and methods of work

	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install and repair ceilings in insulated enclosures
5 Minimise the risk of damage to the work and surrounding area when installing and repairing ceilings in insulated enclosures	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 repairing ceilings in insulated enclosures	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: –types of productivity targets and time scales –how times are estimated –organisational procedures for reporting circumstances which will affect the work programme
7 Comply with the given contract information to install and repair ceilings in insulated enclosures	7.1	Demonstrate the following work skills when installing and repairing ceilings in insulated enclosures: – measuring, marking out, fitting, positioning and securing
	7.2	Use and maintain hand tools, portable power tools and ancillary equipment
	7.3	Prepare, install and repair to given working instructions at least two of the following ceilings in insulated enclosures for temperature control: –suspended proprietary –composite panel –bespoke
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: –set out and prepare the area for the installation of the ceiling –check vertical and horizontal datum –prepare panels, fitting and fixings –install, suspended, composite and bespoke ceilings –maintain the integrity of the thermal cavity barrier –seal ceiling joints –complete repairs to ceilings in insulated enclosures

		–recognise and determine when specialist skills and knowledge are required and report accordingly –determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance. –identify and follow the installation quality requirements –work with, around and in close proximity to plant and machinery –complete user inspection of lifting accessories –use hand tools, power tools and equipment –work at height –use access equipment and working platforms.
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing and repairing ceilings in insulated enclosures.
	7.6	Describe how to maintain the tools and equipment used when installing and repairing ceilings in insulated enclosures.

Title:	Installing and repairing ceilings in insulated enclosures in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **Two** of the following endorsements required: Suspended proprietary – Composite panel Bespoke
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	90

Title:	Installing insulated cladding walls in the workplace
Unit Number:	A/615/2193

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*	
1 Interpret the given information relating to the work and resources when installing insulated cladding walls.	1.1	Interpret and extract information from of drawings, specifications, schedules, manufacturers' information and building regulations.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information and regulations governing temperature controlled enclosures.
2 Know how to comply with relevant legislation and official guidance when installing insulated cladding walls.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	State what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when installing insulated cladding walls and describe how and when they are used.
3 Maintain safe working practices when installing insulated cladding walls.	3.1	Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing insulated cladding walls.
	3.2	Explain why and when personal protective equipment (PPE) should be used, relating to installing insulated cladding walls, and the types, purpose and limitations of each type.
	3.3	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
	3.4	Demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with installing insulated cladding walls as relevant to the operations.

Title:	Installing insulated cladding walls in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to install insulated cladding walls.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – sandwich panels/cladding – fixtures, fittings and sealants – access equipment and mechanical lifting aids – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install insulated cladding walls.
5 Minimise the risk of damage to the work and surrounding area when installing insulated cladding walls.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing insulated cladding walls.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing insulated cladding walls in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to install insulated cladding walls to the required specification.	7.1 Demonstrate the following work skills when installing insulated cladding walls: – measuring, cutting, assembling, positioning, fitting, fixing, securing, finishing and sealing.
	7.2 Install the framework and the insulation sandwich panels/cladding for the walls of an ambient/temperature controlled area to contractor's working instructions.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – set out and prepare the area and support requirements for the installation of the wall panels/cladding – select and prepare the sandwich panels/cladding and framework – use recommended techniques with access equipment and mechanical lifting aids – position and secure the sandwich panels/cladding according to the type and recommended method of fixture – check cleanliness, finish and stability of the wall panelling/cladding – seal joints – use hand tools, power tools and equipment – use access equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.
	7.5 State the needs of other occupations and how to communicate within a team when installing insulated cladding walls.
	7.6 Describe how to maintain the tools and equipment used when installing insulated cladding walls.

Title:	Installing insulated cladding walls in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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.
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	90

Title:	Installing insulated enclosures in the workplace
Unit Number:	

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing insulated enclosures.	1.1 Interpret and extract 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 statement. 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, official guidance and current regulations governing ambient and/or temperature controlled storage enclosures.
2 Know how to comply with relevant legislation and official guidance when installing insulated enclosures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: –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 and vehicles. 2.3 Explain what the accident reporting procedures are and who is responsible for making reports. 2.4 Describe the types of fire extinguishers available when installing insulated enclosures and describe how and when they are used.
3 Maintain safe working practices when installing insulated enclosures.	3.1 Use health and safety control equipment safely and conform with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing insulated enclosures 3.2 Demonstrate compliance with given information and relevant legislation when installing insulated enclosures in relation to the following: –safe use of access equipment and working platforms –

			safe use, storage and handling of materials, tools and equipment –specific risks to health –safe use and storage of lifting aids and accessories.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing insulated enclosures, 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 and other task-related activities
		3.6	Demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with installing insulated enclosures as relevant to the operations.
4	Select the required quantity and quality of resources for the methods of work to install insulated enclosures.	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: –sandwich panels –fixtures, fittings and sealants –hand tools, 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.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work
		4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install insulated enclosures
5	Minimise the risk of damage to the work and surrounding area when installing insulated enclosures.	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 and statutory regulations and official guidance.
6	Complete the work within the allocated time when installing insulated enclosures.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	Explain the purpose of the work programme and explain why deadlines should be kept in relation to: –types of productivity targets –how times are estimated –organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given contract information to install insulated enclosures to the required specification.	7.1	Demonstrate the following work skills when installing insulated enclosures: – measuring, cutting, assembling, positioning, constructing, fitting, fixing, finishing, securing, finishing and sealing.
		7.2	Use and maintain hand tools, portable power tools and ancillary equipment.
		7.3	Install and/or construct ambient and/or temperature controlled complete enclosures, to given working instructions, using sandwich panels to form the walls and roofs.
		7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – set out and prepare the area for the installation and construction of the enclosure – prepare the sandwich panels – confirm any requirements for ceiling support work or firewall – position, fit and secure the sandwich panels to form walls and roof of the enclosure – check access openings and stability of the enclosure – confirm floor work of the enclosure is completed – seal panel joints and floor joints – recognise and determine when specialist skills and knowledge are required and report accordingly

	– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – complete user inspection of lifting aids and accessories – use hand tools, portable power tools and equipment – work at height – use access equipment and working platforms
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when installing insulated enclosures
	7.6 Describe how to maintain the tools and equipment used when installing insulated enclosures.

Title:	Installing door and gate systems in the workplace	
Unit Number:	F/615/2194	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing door systems.		1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings and official guidance associated with industrial/commercial and/or pedestrian door systems.
2 Know how to comply with relevant legislation and official guidance when installing door systems.		2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
		2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing door systems.		3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when installing door systems.
		3.2 Comply with information relating to specific risks to health when installing door systems

Title:	Installing door and gate systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing door systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to install door systems.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: – type of door system and door components – ancillary equipment for the doors and the installation work – powered door systems only: power source and supplies for installation – consumables – hand tools, portable power tools, power tools and equipment – operation, safety and maintenance documentation.
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5 Describe any potential hazards associated with the resources and methods of work.
	4.6 Describe how to calculate quantity, size, length, area and wastage associated with the method/procedure to install door systems.

Title:	Installing door and gate systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Minimise the risk of damage to the work and surrounding area when installing door systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with 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 door systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install door systems to the required specification.	7.1 Demonstrate the following work skills when installing door systems: – measuring, marking out, positioning, levelling, aligning, fitting, adjusting, securing, finishing and commissioning.
	7.2 Install and commission one of the following types of industrial/commercial or pedestrian door systems to given working instructions: – industrial/commercial door system types: vertically sliding, vertically rolling, horizontally acting doors, gates and barriers, fire-resisting – pedestrian system types: domestic garage doors with panel constructions or with rolling constructions, domestic garage doors power operated, manual slide, swing and folding doors, fire resisting doors, power operated slide, swing or folding doors, manual and power-operated revolving doors.

Title:	Installing door and gate systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.3 Test operation functions of the door system.
	7.4 Inspect, check and test any safety devices.
	7.5 Safely use and handle materials, hand tools, portable power tools, power tools and ancillary equipment.
	7.6 Safely store the materials, tools and equipment used when installing door systems.
	7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation requirements – agree appropriate ways in which the work should be carried out – maintain the principles of minimum and reversible alteration – stop work at the point where guesswork begins and report findings – recognise the structural composition of mounting and fixing points – recognise parts and components of door systems – identify and assess weight and centre of balance of door systems – position and erect supports – prepare and fix doors and ancillary items – install industrial/commercial door system types: vertically sliding, vertically rolling, horizontally acting, gates and barriers, fire-resisting – install pedestrian system types: domestic garage doors with panel constructions, with rolling constructions, domestic garage doors, power operated, manual slide, swing and folding doors, fire-resisting doors, power operated slide, swing or folding doors, manual and power-operated revolving doors – control and guide lifting appliances – adjust doors – recognise and determine when specialist skills and knowledge are required and report accordingly – test operation of doors – inspect, check and test safety devices – describe the operation for optimal energy saving performance – provide operation, safety and maintenance information to client, customer or their representative – work on buildings of historical significance – use hand tools, portable power tools, power tools and equipment – work at height – use access equipment.

Title:	Installing door and gate systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.8 Describe the needs of other occupations and how to effectively communicate within a team when installing door systems.
	7.9 Describe how to maintain the tools and equipment used when installing door systems.

Title:	Installing door and gate systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> At least **one** of the following industrial and/or commercial and/or pedestrian door or gates endorsements required: **Industrial/commercial door system types:** Vertically sliding door Vertically rolling door Horizontally acting door or gate Automated or Power operated gates Automated or Power operated barriers Fire-resisting door **Pedestrian door or gate system types:** Domestic garage door with panel construction Domestic garage door with rolling construction Domestic garage door power operated Manual slide door Swing and folding door or gate Automated or Power operated gates Automated or Power operated barriers Fire resisting door Power operated slide, swing or folding door Manual and power-operated revolving door
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50

Title:	Installing industrial pallet racking systems in the workplace	
Unit Number:	J/615/2195	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing industrial pallet racking systems.		1.1 Interpret and extract information from drawings, specifications, schedules, manufacturers' information, risk assessments and method statements.
		1.2 Comply with information and/or instructions derived from risk assessments and method statement.
		1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, risk assessments, method statements and regulations governing industrial racking installation.
2 Know how to comply with relevant legislation and official guidance when installing industrial pallet racking systems.		2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
		2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing industrial pallet racking systems.		3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing industrial pallet racking systems.
		3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing industrial pallet racking systems, and the types, purpose and limitations of each type.
		3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

Title:	Installing industrial pallet racking systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to install industrial pallet racking systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – frames, beams, rails, support and anchoring devices – ancillary pallet racking components – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install industrial pallet racking systems.
5 Minimise the risk of damage to the work and surrounding area when installing industrial pallet racking systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing industrial pallet racking systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing industrial pallet racking systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to install industrial pallet racking systems to the required specification.	7.1 Demonstrate the following work skills when installing industrial pallet racking systems: – measuring, marking out, fitting, finishing, positioning, securing and checking.
	7.2 Prepare and install industrial pallet racking systems to given working instructions for standard adjustable pallet racking (APR) (up to 12 metres) plus at least two of the following: – drive in/drive through – dynamic storage – high bay (over 12 metres) – mobile – mini load – cantilever – rack clad – multi tier.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – install standard adjustable pallet racking (APR) (up to 12 metres) – install drive in and/or drive through and/or live storage and/or high bay (over 12 metres) and/or mobile and/or mini load and/or cantilever and/or rack clad and/or multi tier industrial pallet racking systems – dismantle and remove industrial pallet racking systems – stack and band pallet racking systems – transport and store materials – use hand tools, power tools and equipment – work at height – use access equipment.
	7.4 Safely use and store hand tools, portable power tools, ancillary equipment and materials.
	7.5 State the needs of other occupations and how to communicate within a team when installing industrial pallet racking systems.
	7.6 Describe how to maintain the tools and equipment used when installing industrial pallet racking systems.

Title:	Installing industrial pallet racking systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **Two** of the following endorsements required: Drive in/drive through APR above 6 metres Dynamic storage High bay (over 12 metres) Mobile Mini load Cantilever Rack clad Multi-tier
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	

Title:	Installing industrial shelving systems in the workplace	
Unit Number:	L/615/2196	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing industrial shelving systems.		1.1 Interpret and extract information from drawings, specifications, schedules, manufacturers' information, risk assessments and method statements.
		1.2 Comply with information and/or instructions derived from risk assessments and method statement.
		1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, risk assessments, method statements and regulations governing industrial shelving installation.
2 Know how to comply with relevant legislation and official guidance when installing industrial shelving systems.		2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
		2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when installing industrial shelving systems.		3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing industrial shelving systems.
		3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing industrial shelving systems, and the types, purpose and limitations of each type.
		3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

Title:	Installing industrial shelving systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to install industrial shelving systems.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – frames, beams, rails, support and anchoring devices – ancillary industrial shelving components – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install industrial shelving systems.
5 Minimise the risk of damage to the work and surrounding area when installing industrial shelving systems.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing industrial shelving systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing industrial shelving systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to install industrial shelving systems to the required specification.	7.1 Demonstrate the following work skills when installing industrial shelving systems: – measuring, marking out, fitting, finishing, positioning, securing and checking.
	7.2 Prepare and install at least two of the following industrial shelving systems to given working instructions: – carton live – single tier – multi tier – long span – mobile.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – install carton live and/or single tier and/or multi tier and/or long span and/or mobile industrial shelving systems – dismantle and remove industrial shelving systems – stack and band industrial shelving systems – transport and store materials – use hand tools, power tools and equipment – work at height – use access equipment.
	7.4 Safely use and store hand tools, portable power tools, ancillary equipment and materials.
	7.5 State the needs of other occupations and how to communicate within a team when installing industrial shelving systems.
	7.6 Describe how to maintain the tools and equipment used when installing industrial shelving systems.

Title:	Installing industrial shelving systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **Two** of the following endorsements required: Carton live Single tier Multi-tier Long span Mobile
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	80

Title:	Servicing and maintaining or commissioning door, gate or shutter systems in the workplace
Unit Number:	R/615/2197

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when servicing, maintaining or commissioning door, gate or shutter systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings and official guidance associated with door, gate and shutter systems.
2 Know how to comply with relevant legislation and official guidance when servicing, maintaining or commissioning door, gate or shutter systems.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative 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 servicing, maintaining or commissioning door, gate or shutter systems.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when servicing, maintaining or commissioning door, gate or shutter systems.
	3.2 Demonstrate compliance with given information and relevant legislation when servicing, maintaining or commissioning door, gate or shutter systems in relation to the following: –safe use of access equipment –safe use, storage and handling of materials, tools and equipment –specific risks to health

Title:	Servicing, maintaining or commissioning door, gate or shutter systems in the workplace

Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
3 continued	3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to servicing, maintaining or commissioning door, gate or shutter systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to service, maintain or commission door, gate or shutter systems.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2	Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: – consumables, lubricants and fluids, cleaning materials and equipment – components, parts and associated ancillary items – ancillary equipment for the service and maintenance work – test and inspection equipment. – hand tools, portable power tools, power tools and equipment – operation, safety and maintenance documentation.
	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, size, length, area and wastage associated with the method and procedure to service, maintain or commission door, gate or shutter systems.

Title:	Servicing and maintaining or commissioning door, gate or shutter systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Minimise the risk of damage to the work and surrounding area when servicing, maintaining or commissioning door, gate or shutter systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with 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 servicing, maintaining or commissioning door, gate or shutter systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to service, maintain or commission door, gate or shutter systems to the required specification.	7.1 Demonstrate the following work skills when servicing, maintaining or commissioning door, gate or shutter systems: – lubricating, adjusting, operating, dismantling, replacing and assembling.
	7.2 Use and maintain hand tools, power tools and ancillary equipment.
	7.3 Service, maintain or commission one of the following system types to given working instructions: –industrial and/or commercial door system types: roller shutters, sectional, horizontally acting, automated or power operated gates or barriers, fire-resisting –pedestrian and/or residential system types: domestic garage doors with panel constructions or with rolling constructions, domestic garage doors power operated, manual slide, swing and folding doors or gates, fire resisting doors, automated and power operated gates, power operated

		slide, swing or folding doors or gates, manual and power operated revolving doors –shutter system types: roller shutters or grilles, shop front shutters, wood shutters, domestic shutters or garage doors, solar powered shutters, solar shading systems, motorised shutters
	7.4	Test operational functions of the door, gate or shutter system
	7.5	Inspect, check and test any safety devices
	7.6	Describe how to apply safe and healthy work practices, follow Page 2 of 4 procedures, report problems and establish the authority needed to rectify them, to: – agree appropriate ways in which the work should be carried out – refer to parts manuals, guides, technical service bulletins, electronic data and cross reference – identify requirements of periodic, scheduled and event based servicing methods for door, gate and shutter systems – clean and lubricate moving parts of door, gate and shutter systems – check and adjust door, gate and shutter systems – position and erect supports – control and guide lifting appliances – dismantle door, gate and shutter systems for service and maintenance – recognise parts and components of doors, gate and shutter systems – replace unserviceable, damaged and worn parts and components of door, gate and shutter systems – check power source and supplies as applicable to the isolator –recognise and determine when specialist skills and knowledge are required and report accordingly –test the operation of door, gate and shutter systems –inspect, check and test safety devices and systems –fit safety devices and systems in accordance with current legislation and official guidance – describe the operation for optimal energy saving performance –provide operation, safety and maintenance information to client, customer or their representative –work on buildings of historical significance –work with, around and in close proximity to plant and machinery –direct and guide the operations and movement of plant and machinery –use hand tools, power tools and equipment –work at height –use access equipment
	7.7	Describe the needs of other occupations and how to effectively communicate within a team when servicing, maintaining or commissioning door, gate or shutter systems.
	7.8	Describe how to maintain the tools and equipment used when servicing, maintaining or commissioning door, gate, or shutter systems
	7.9	Describe how to maintain the tools and equipment used when servicing and maintaining door or shutter systems

Title:	Servicing and maintaining door, gate or shutter systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> At least **one** of the following industrial and/or commercial and/or pedestrian door endorsements required: **Industrial and/or commercial door or gate system types:** Roller shutter Sectional Horizontally acting Automated or power operated gates or barriers Fire-resisting door **Pedestrian and/or residential door or gate system types:** Domestic garage door with panel construction Domestic garage door with rolling construction Domestic garage door power operated Manual slide door Swing and folding door or gate Fire resisting door Power operated slide, swing or folding door or gate Manual and power-operated revolving door **Shutter system types:** Roller shutter Grille Shop front shutter Wood shutter Domestic shutter Garage door Solar powered shutter Solar shading system Motorised shutter
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50

Title:	Installing shutter systems in the workplace
Unit Number:	Y/615/2198

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing shutter systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings and associated with the installation of shutters.
2 Know how to comply with relevant legislation and official guidance when installing shutter systems.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing shutter systems.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when installing shutter systems.
	3.2 Comply with information relating to specific risks to health when installing shutter systems.

Title:	Installing shutter systems in the workplace	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
3 continued	3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shutter systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to install shutter systems.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools, equipment and consumables.
	4.2	Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in – fixings and fittings – operating systems – shutters – consumables – hand tools, portable power tools, power tools and equipment – operation, safety and maintenance documentation.
	4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5	Describe any potential hazards associated with the resources and methods of work.
	4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install shutter systems.

Title:	Installing shutter systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*	
5 Minimise the risk of damage to the work and surrounding area when installing shutter systems.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with 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 shutter systems.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install shutter systems to the required specification.	7.1	Demonstrate the following work skills when installing shutter systems: – measuring, marking out, cutting, drilling, assembling, aligning, positioning, fitting, adjusting, fixing and securing.
	7.2	Prepare, install and commission three of the following shutter systems to given working instructions: – roller shutters or grilles – shop front shutters – wood shutters – domestic shutters or garage doors – solar powered shutters – solar shading systems – motorised shutters.
	7.3	Test operation functions of the shutter systems.
	7.4	Inspect, check and test any safety devices
	7.5	Safely use and handle materials, hand tools, portable power tools, power tools and ancillary equipment.
	7.6	Safely store the materials, tools and equipment used when installing shutter systems.

Title:	Installing shutter systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – confirm installation requirements – agree appropriate ways in which the work should be carried out – maintain the principles of minimum intervention and reversible alterations – stop work at the point when guesswork begins and report findings – recognise the structural composition of mounting and fixing points – recognise parts and components of shutter systems – prepare shutter for installation – identify and assess weight and centre of balance – position and erect supports – install shutter systems, roller shutters and grilles, shop front shutters, wood shutters, domestic shutters or garage doors, solar powered shutters, solar shading systems and motorised shutters – control and guide lifting appliances – explain automated control system – adjust shutters – recognise and determine when specialist skills and knowledge are required and report accordingly – test the operation of shutters – test operation functions and safety devices – work on buildings of historical significance – describe the operation for optimal energy savings performance – provide operation, safety and maintenance information to client, customer or their representative – use hand tools, portable power tools, power tools and equipment – work at height – use access equipment
	7.8 Describe the needs of other occupations and how to effectively communicate within a team when installing shutter systems.
	7.9 Describe how to maintain the tools and equipment used when installing shutter systems.

Title:	Installing shutter systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **Three** of the following endorsements required: Roller shutter or grille Shop front shutter Wood shutter Domestic shutter Solar powered shutter Solar shading system Motorised shutter
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50

Title:	Dismantling and repairing door, gate or shutter systems in the workplace
Unit Number:	D/615/2199

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when dismantling and repairing door, gate or shutter systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, methods 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings and official guidance associated with industrial and pedestrian door and shutter systems.
2 Know how to comply with relevant legislation and official guidance when dismantling and repairing door, gate or shutter systems.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when dismantling and repairing door, gate or shutter systems.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when dismantling and repairing door, gate or shutter systems.
	3.2 Comply with information relating to specific risks to health when dismantling and repairing door, gate or shutter systems.

Title:	Dismantling and repairing door, gate or shutter systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to dismantling and repairing door, gate or shutter systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to dismantle and repair door, gate or shutter systems.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: – repair and replacement materials, components – consumables – ancillary equipment for the dismantle and repair work – equipment and instruments for measuring – hand tools, portable power tools, power tools and equipment.
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5 Describe any potential hazards associated with the resources and methods of work.
	4.6 Describe how to calculate quantity, size, length, area and wastage associated with the method/procedure to dismantle and repair door, gate or shutter systems.

Title:	Dismantling and repairing door, gate or shutter systems in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Minimise the risk of damage to the work and surrounding area when dismantling and repairing door, gate or shutter systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with 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 dismantling and repairing door, gate or shutter systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to dismantle and repair door, gate or shutter systems to the required specification.	7.1 Demonstrate the following work skills when dismantling and repairing door, gate or shutter systems: – dismantling, repairing, replacing, adjusting, finishing and commissioning.
	7.2 Dismantle and repair one of the following types of industrial/commercial or pedestrian door, gate or shutter systems to given working instructions: – industrial/commercial door system types: vertically sliding, vertically rolling, horizontally acting doors, gates and barriers, fire-resisting – pedestrian systems types: domestic garage doors with panel constructions or with rolling constructions, domestic garage doors power operated, manual slide, swing and folding doors, fire resisting doors, power operated slide, swing or folding doors, manual and power-operated revolving doors – shutter system types: roller shutters or grilles, shop front shutters, wood shutters, domestic shutters or garage doors, solar powered shutters, solar shading systems, motorised shutters

Title:	Dismantling and repairing door, gate or shutter systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.3 Test operation functions of the door, gate or shutter system.
	7.4 Inspect, check and test any safety devices.
	7.5 Safely use and handle materials, hand tools, portable power tools, power tools and ancillary equipment.
	7.6 Safely store the materials, tools and equipment used when dismantling and repairing door, gate or shutter systems.
	7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – agree appropriate ways in which the work should be carried out – evaluate and secure the door, gate or shutter system – maintain the principles of minimum intervention and reversible alteration – recognise parts and components of door and shutter systems – diagnose repair requirements for door and shutter systems – stop work at the point when guesswork begins and report findings – identify and assess the weight of door and shutter systems – ensure power supply is isolated and locked off – position and erect supports – control and guide lifting appliances – dismantle and clean door and shutter systems for repair – repair parts and components of door and shutter systems – remove and replace unserviceable worn or damaged parts and components – assemble door and shutter systems – adjust door and shutter systems – recognise and determine when specialist skills and knowledge are required and report accordingly – test the operation of door and shutter systems – inspect, check and test safety devices – describe the operation for optimal energy saving performance – provide operation, safety and maintenance information to client, customer or their representative – work on buildings of historical significance – use hand tools, portable power tools, power tools and equipment – work at height – use access equipment.

Title:	Dismantling and repairing door, gate or shutter systems in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.8 Describe the needs of other occupations and how to effectively communicate within a team when dismantling or repairing door, gate or shutter systems.
	7.9 Describe how to maintain the tools and equipment used when dismantling or repairing door, gate or shutter systems.

Title:	Dismantling and repairing door, gate or shutter systems in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> At least **one** of the following industrial and/or commercial and/or pedestrian door endorsements required: **Industrial and/or commercial door or gate system types:** Roller shutter Sectional Horizontally acting Automated or power operated gates or barriers Fire-resisting door **Pedestrian and/or residential door or gate system types:** Domestic garage door with panel construction Domestic garage door with rolling construction Domestic garage door power operated Manual slide door Swing and folding door Fire resisting door Power operated slide, swing or folding door Manual and power-operated revolving door **Shutter system types**: Roller shutters Grilles Shop front shutters Wood shutters Garage doors Solar powered shutters Solar shading systems Motorised shutter
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	60

Title:	Erecting and dismantling access/working platforms in the workplace
Unit Number:	A/615/1609

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.	1.1 Interpret and extract information from specifications, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – specifications, current legislation, method statements, risk assessments and manufacturers' information.
2 Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 State what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe working practices when erecting and dismantling access/working platforms.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms.
	3.2 Explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type.
	3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

Title:	Erecting and dismantling access/working platforms in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – ladders/crawler boards – stepladders/platform steps – trestles – proprietary staging/podiums – proprietary towers – mobile scaffold towers – protection equipment and notices – tools and ancillary equipment.
	4.2 Select resources associated with own work in relation to materials, components, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.
5 Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when erecting and dismantling access/working platforms.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Erecting and dismantling access/working platforms in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to erect and dismantle access/ working platforms to the required specification.	7.1 Demonstrate the following work skills when erecting and dismantling access/working platforms: – moving, positioning/erecting, securing, checking, dismantling and removing.
	7.2 Erect, dismantle and store two of the following access equipment to given access regulations: – ladders/crawler boards – stepladders/platform steps – proprietary towers – trestle platforms – mobile scaffold towers – proprietary staging/podiums.
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – provide protection to the work area – establish a base for equipment – erect proprietary access equipment to manufacturer's instructions suitable for the work – erect non-proprietary access equipment suitable for the work – place protective screens and notices – check/monitor equipment during the period of use – dismantle and store access equipment – use tools and equipment – work at height.
	7.4 Safely use and store materials, hand tools and ancillary equipment.
	7.5 State the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms.
	7.6 Describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

Title:	Erecting and dismantling access/working platforms in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **One** of the following endorsements required (i.e. own area of work): Door and shutter systems Insulated enclosures Industrial storage systems Plus **two** or more of the following endorsements required: Ladders/crawler boards Step ladders/platform steps Proprietary towers Trestle platforms Mobile scaffold towers Proprietary staging/podiums
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Credit Value	8
Unit guided learning hours	27

Title:	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace
Unit Number:	A/508/6508

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.	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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2 Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5 Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.	5.1 Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing aids – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.

Title:	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.
6 Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: – checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure scissor-type MEWPs.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the scissor-type MEWP used for accessing work – identify valid certification for maintenance, inspection and thorough examination – carry out function checks for accessing operation – prepare, set up and adjust for operational requirements – carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area – identify and remain aware of the area of operation to include potential entrapment situations – use fall prevention equipment – check to avoid damage to structures and utilities service apparatus
	8.6 – position and secure MEWP for accessing operations – recognise and determine when specific skills and knowledge are required and report accordingly – operate, manoeuvre, position, set down and secure – operate and travel on the public highway – shut down and secure the MEWP – use hand tools, ancillary equipment and accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Title:	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **One** of the following endorsements required (i.e. own area of work): Door and shutter systems Insulated enclosures
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Credit value	12
Unit guided learning hours	50

Title:	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace
Unit Number:	F/508/6509

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and using boom-type MEWPs to access areas to carry out the work.	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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2 Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance when carrying out accessing operations using boom-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out accessing operations using boom-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using boom-type MEWPs in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – cal
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5 Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	5.1 Request and select resources associated with boom-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing aids – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.

Title:	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate boom-type mobile elevating work platforms used for accessing operations.
6 Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to access areas to carry out work using boom-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: – checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure boom-type MEWPs.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the boom-type MEWP used for accessing work – identify valid certification for maintenance, inspection and thorough examination – carry out function checks for accessing operation – prepare, set up and adjust for operational requirements – carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area – identify and remain aware of the area of operation to include potential entrapment situations – use fall prevention equipment
	8.6 – check to avoid damage to structures and utilities service apparatus – position and secure MEWP for accessing operations – recognise and determine when specific skills and knowledge are required and report accordingly – operate, manoeuvre, position, set down and secure – operate and travel on the public highway – shut down and secure the MEWP – use hand tools, ancillary equipment and accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Title:	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **One** of the following endorsements required (i.e own area of work): Door and shutter systems Insulated enclosures **Plus one of the following endorsements required:** Mobile elevated working platform boom vehicle mounted Mobile elevated working platform boom self-propelled
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Credit value	14
Unit guided learning hours	47

Title:	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace
Unit Number:	T/508/6510

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and using mast climber-type MEWPs to access areas to carry out the work.	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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2 Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3 Know how to comply with relevant legislation and official guidance when carrying out accessing operations using mast climber-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using mast climber-type MEWPs in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5 Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.	5.1 Request and select resources associated with mast climber-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing aids – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.

Title:	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate mast climber-type mobile elevating work platforms used for accessing operations.
6 Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to access areas to carry out work using mast climber-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: – checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure mast climber-type MEWPs.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the mast climber-type MEWP used for accessing work – identify valid certification for maintenance, inspection and thorough examination – carry out function checks for accessing operation – prepare, set up and adjust for operational requirements – carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area – identify and remain aware of the area of operation to include potential entrapment situations – use fall prevention equipment
	– check to avoid damage to structures and utilities service apparatus – position and secure MEWP for accessing operations – recognise and determine when specific skills and knowledge are required and report accordingly – operate, manoeuvre, position, set down and secure – operate and travel on the public highway – shut down and secure the MEWP – use hand tools, ancillary equipment and accessories.
	8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Title:	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> One of the following endorsements required: Door and shutter systems Insulated enclosures
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Credit value	12
Unit guided learning hours	40

Title:	Slinging and hand signalling the movement of suspended loads in the workplace
Unit Number:	A/508/6525

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation for and the slinging and signalling of loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements (lift plans) 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: – drawings, specifications, schedules, method statements, risk assessments, lift plans, work instructions, manufacturers' information, approved procedures and Codes of Practice.
2 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and when slinging and signalling of loads.
3 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Slinging and hand signalling the movement of suspended loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and slinging and signalling loads.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following: – safe use and storage of tools and equipment – safe use, storage and handling of lifting accessories – safe use of access equipment – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.	5.1 Select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – lifting accessories – signalling and communication equipment – hand tools and ancillary equipment.
	5.3 Describe how the resources should be used correctly, and how problems associated with the resources are reported.

Title:	Slinging and hand signalling the movement of suspended loads in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out slinging/signalling.
6 Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and slinging and signalling loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Slinging and hand signalling the movement of suspended loads in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.	8.1 Demonstrate the following work skills when preparing to and slinging and signalling loads: – measuring, gauging, estimating, calculating, fitting, fixing, testing, balancing, interpreting, inspecting, judging, explaining, preparing, indicating, informing, instructing, signing, positioning, adjusting, configuring, moving, securing, signalling and relaying.
	8.2 Use and maintain lifting accessories, lifting aids and equipment.
	8.3 Inspect and prepare lifting accessories prior to slinging.
	8.4 Prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following: – balanced – unbalanced – loose – bundled – container – drum – a load where the machine operator cannot observe its full movement path.
	8.5 Guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following: – balanced – unbalanced – loose – bundled – container – drum – a load where the machine operator cannot observe its full movement path.
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery, and directing and guiding operations of plant and machinery not being used for lifting operations – confirm the authority, duties and responsibilities allocated – identify characteristics of lifting equipment and lifting accessories – identify and interpret valid certification for maintenance, inspection and thorough examination

Title:	Slinging and hand signalling the movement of suspended loads in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Continued	8.7 – lift and transfer people – sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator – communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailers, radios) – confirm methods of communication – recognise blind-spots, potential crush zones and other limitations to driver visibility – consider the load characteristics including centre of gravity and lifting points to determine the method of slinging – determine and check the route of the load before and during the lift including distances, clearances and landing position
	8.8 – select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids – identify rejection criteria for removing lifting accessories from service – recognise and determine when specific skills and knowledge are required and report accordingly – attach lifting accessories and sling loads securely – ensure balance and stability of loads – attach and use load guidance equipment (tag lines) – guide and place suspended loads by recognised methods of communication and agreed operational procedures – land and position loads safely and securely – remove and store lifting accessories – use hand tools and ancillary equipment.
	8.9 Describe the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads.
	8.10 Describe how to maintain the lifting accessories, lifting aids and signalling and communication equipment used to sling and signal loads.

Title:	Slinging and hand signalling the movement of suspended loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> **One** of the following endorsements required (i.e. own area of work): Slinger/signaller – insulated enclosures only Slinger/signaller – door and shutter systems only
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33

Title:	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace
Unit Number:	M/508/6490

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of rough terrain masted forklifts to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of rough terrain masted forklifts to lift and transfer loads.
2 Organise with others the sequence and operation in which rough terrain masted forklift operations are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during forklift operations.
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads with rough terrain masted forklifts.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out forklift operations with rough terrain masted forklifts.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during forklift operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out forklift operations using rough terrain masted forklifts in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to rough terrain masted forklift use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Request and select the required quantity and quality of resources to prepare for and carry out forklift operations using rough terrain masted forklifts.	5.1 Request and select resources associated with rough terrain masted forklifts in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and lifting accessories – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and method of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out forklift operations with rough terrain masted forklifts.
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to lift, transfer and place loads using rough terrain masted forklifts to the required specification.	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using rough terrain masted forklifts: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare and operate rough terrain masted forklifts to lift, transfer and place a variety of loads to given working instructions.
	8.4 Shut down and secure rough terrain masted forklifts.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the machine for the forklift operation – identify valid certification for maintenance, inspection and thorough examination – lift and transfer people – carry out function checks for lifting and transferring loads – prepare, set up and reconfigure for various loads and locations – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify characteristics, type, weight and position of loads for lifting and transferring
	8.6 – recognise and determine when specific skills and knowledge are required and report accordingly – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability, security and release – attach and remove guide ropes and aids – be on the public highway – shut down and secure the rough terrain masted forklift – use hand tools and ancillary equipment – use, handle and store lifting accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Title:	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction)</u>: The following endorsement required (i.e. own area of work): Industrial storage systems
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	18
Unit guided learning hours	60

Title:	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace
Unit Number:	T/508/6491

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of industrial forklift trucks to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of industrial forklift trucks to lift and transfer loads.
2 Organise with others the sequence and operation in which industrial forklift truck operations are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during forklift operations.
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads with industrial forklift trucks.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out forklift operations with industrial forklift trucks.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during industrial forklift truck operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out forklift operations using industrial forklift trucks in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to industrial forklift truck use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Request and select the required quantity and quality of resources to prepare for and carry out forklift operations with industrial forklift trucks.	5.1 Request and select resources associated with industrial forklift trucks in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and lifting accessories – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and method of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to lift and transfer loads with industrial forklift trucks.
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to lift, transfer and place loads using industrial forklift trucks to the required specification.	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads with industrial forklift trucks: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare and operate industrial forklift trucks to lift, transfer and place a variety of loads to given working instructions.
	8.4 Shut down and secure industrial forklift trucks.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the machine for the forklift operation – identify valid certification for maintenance, inspection and thorough examination – lift and transfer people – carry out function checks for lifting and transferring loads – prepare, set up and reconfigure for various loads and locations – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify characteristics, type, weight and position of loads for lifting and transferring
	8.6 – recognise and determine when specific skills and knowledge are required and report accordingly – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability, security and release – attach and remove guide ropes and aids – be on the public highway – shut down and secure the industrial forklift truck – use hand tools and ancillary equipment – use, handle and store lifting accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Title:	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> The following endorsement required (i.e. own area of work): Industrial storage systems
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	16
Unit guided learning hours	53

Title:	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace
Unit Number:	A/508/6492

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of sideloader forklifts to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of sideloader forklifts to lift and transfer loads.
2 Organise with others the sequence and operation in which sideloader forklift operations are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during forklift operations.
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads with sideloader forklifts.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out forklift operations with sideloader types.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during forklift operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out forklift operations with sideloader types in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to sideloader forklift use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Request and select the required quantity and quality of resources to prepare for and carry out forklift operations with sideloader types.	5.1 Request and select resources associated with sideloader forklifts in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and lifting accessories – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and method of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out forklift operations with sideloader types.
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to lift, transfer and place loads using sideloader forklifts to the required specification.	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using sideloader forklifts: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare and operate sideloader forklifts to lift, transfer and place a variety of loads to given working instructions.
	8.4 Shut down and secure sideloader forklifts.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the machine for the forklift operation – identify valid certification for maintenance, inspection and thorough examination – lift and transfer people – carry out function checks for lifting and transferring loads – prepare, set up and reconfigure for various loads and locations – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify characteristics, type, weight and position of loads for lifting and transferring
	8.6 – recognise and determine when specific skills and knowledge are required and report accordingly – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability, security and release – attach and remove guide ropes and aids – be on the public highway – shut down and secure the sideloader forklift – use hand tools and ancillary equipment – use, handle and store lifting accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Title:	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> The following endorsement required (i.e. own area of work): Industrial storage systems
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	16
Unit guided learning hours	54

Title:	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
Unit Number:	F/508/6493

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of telescopic handlers to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of telescopic handlers to lift and transfer loads.
2 Organise with others the sequence and operation in which lifting operations using telescopic handlers are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during telescopic handler operations.
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads using telescopic handlers.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating telescopic handlers to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out lifting operations using telescopic handlers.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during lifting operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out telescopic handler operations in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to telescopic handler use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Request and select the required quantity and quality of resources to prepare for and carry out telescopic handler operations.	5.1 Request and select resources associated with telescopic handlers in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and lifting accessories – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Preparing and operating telescopic handlers to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and method of work.
	5.6 Describe how to identify weight, pressure, quantity, length and area associated with the method/procedures to lift and transfer loads using telescopic handlers.
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating telescopic handlers to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to lift, transfer and place loads using telescopic handlers to the required specification.	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using telescopic handlers: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare, set up and operate telescopic handlers to lift, transfer and place a variety of loads to given working instructions.
	8.4 Shut down and secure telescopic handlers.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the telescopic handler for the lifting and transferring operation – identify valid certification for maintenance, inspection and thorough examination – lift and transfer people – carry out function checks for lifting and transferring loads – prepare, set up and reconfigure for various loads and locations – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify characteristics, type, weight and position of loads for lifting and transferring
	8.6 – recognise and determine when specific skills and knowledge are required and report accordingly – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability, security and release – attach and remove guide ropes and aids – be on the public highway – shut down and secure the telescopic handler – use hand tools and ancillary equipment – use, handle and store lifting accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Title:	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> The following endorsement required (i.e. own area of work): Industrial storage systems Plus **one** of the following endorsements required: Telescopic handler industrial telescopic Telescopic handler up to 9 metres Telescopic handler all sizes Telescopic handler all sizes excluding 360 degree Telescopic handler all sizes including 360 degree
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	25
Unit guided learning hours	83

Title:	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace
Unit Number:	D/508/6484

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of lorry loaders/knuckle booms to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of lorry loaders/knuckle boom to lift and transfer loads.
2 Organise with others the sequence and operation in which lifting operations using lorry loaders/knuckle booms are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during lifting operations with lorry loaders/knuckle boom.
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads using lorry loaders/knuckle booms.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Maintain safe and healthy working practices when preparing for and carrying out lifting operations using lorry loaders/knuckle booms.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during lifting operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using lorry loaders/knuckle booms in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to lorry loader/knuckle boom use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 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.
5 Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using lorry loaders/knuckle booms.	5.1 Request and select resources associated with lorry loaders/knuckle booms in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and lifting accessories – hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.

Title:	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Continued	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and method of work.
	5.6 Describe how to identify weight, bearing, pressure, quantity, length and area associated with the method/procedures to carry out lifting operations with lorry loaders/knuckle booms.
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 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.
7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
8 Comply with the given contract information to lift, transfer and place loads using lorry loaders/knuckle booms to the required specification.	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using lorry loaders/knuckle booms: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare, set up and operate lorry loaders/knuckle booms to lift, transfer and place a variety of loads to given working instructions.
	8.4 Shut down and secure lorry loaders/knuckle booms.
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the lorry loader/knuckle boom for the lifting and transferring operation – identify valid certification for maintenance, inspection and thorough examination – lift and transfer people – carry out function checks for lifting and transferring loads – prepare, set up and reconfigure for various loads and locations – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify characteristics, type, weight and position of loads for lifting and transferring
	8.6 – recognise and determine when specific skills and knowledge are required and report accordingly – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability, security and release – attach and remove guide ropes and aids – be on the public highway – shut down and secure the lorry loader/knuckle boom – use hand tools and ancillary equipment – use, handle and store lifting accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Title:	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> The following endorsement required (i.e. own area of work): Industrial storage systems Plus **one** of the following endorsements required: Knuckle boom Lorry loader hook Lorry loader clamshell bucket Lorry loader hydraulic clamp
Sector subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	30
Unit guided learning hours	100

Title:	Installing door, blind or shutter wiring systems in the workplace
Unit Number:	A/615/1657

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing door, blind or shutter wiring systems.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings and associated with wiring systems for doors, blind and shutters.
2 Know how to comply with relevant legislation and official guidance when installing door, blind or shutter wiring systems.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4 Describe the types of fire extinguishers available when installing door, blind or shutter wiring systems and describe how and when they are used.
3 Maintain safe and healthy working practices when installing door, blind or shutter wiring systems.	3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when installing door, blind or shutter wiring systems.
	3.2 Comply with information relating to specific risks to health when installing door, blind or shutter wiring systems.

Title:	Installing Door, Blind or Shutter Wiring Systems in the Workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing door, blind or shutter wiring systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.
4 Select the required quantity and quality of resources for the methods of work to install door, blind or shutter wiring systems.	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: – multi-core and single-core cables – wiring containment fixtures and fittings – electrical motors and starters – switch gear and isolators – low voltage accessories – electrical test equipment – hand tools, power tools, power tools and equipment – operation, safety and maintenance documentation.
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5 Describe any potential hazards associated with the resources and methods of work.
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install door, blind or shutter wiring systems.

Title:	Installing Door, Blind or Shutter Wiring Systems in the Workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
5 Minimise the risk of damage to the work and surrounding area when installing door, blind or shutter wiring systems.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with 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 door, blind or shutter wiring systems.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install door, blind or shutter wiring systems to the required specification.	7.1 Demonstrate the following work skills when installing door, blind or shutter wiring systems: – measuring, marking out, fitting, finishing, adjusting, aligning, positioning and securing.
	7.2 Prepare for and install door, blind or shutter wiring systems, to the isolation point only, to given working instructions.
	7.3 Safely use and handle hand tools, portable power tools, power tools, ancillary equipment and electrical test equipment.
	7.4 Safely store the materials, tools and equipment used when installing door, blind or shutter wiring systems.

Title:	Installing Door, Blind or Shutter Wiring Systems in the Workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – ensure power supply is isolated and locked off – confirm installation requirements – install wiring systems to doors, blinds and shutters to the isolation point only – comply with current electrical regulations – position fit and fix wiring containment – identify the appropriate power supply – understand earth bonding requirements – understand single, three phase and low voltage motor operation – establish how to reverse motor direction – identify the different methods of electrical testing – commission the completed door, blind and shutter wiring system – explain automated control systems – recognise and determine when specialist skills and knowledge are required and report accordingly – test the operation of door, blind and shutter including control systems – inspect, check and test safety devices – use hand tools, portable power tools, power tools and equipment – use electrical test equipment – provide certification to customer, client or their representative – work at height – use access equipment.
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing door, blind or shutter wiring systems.
	7.7 Describe how to maintain the tools and equipment used when installing door, blind or shutter wiring systems.

Title:	Installing Door, Blind or Shutter Wiring Systems in the Workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	70

Title:	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace
Unit Number:	A/508/6587

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, operating instructions 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: – drawings, specifications, schedules, method statements, risk assessments, legislation, Codes of Practice, manufacturers' information and operating instructions.
2 Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	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.

Title:	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when using powered units, tools or pedestrian plant, machinery or equipment
	3.2 Demonstrate compliance with given information and relevant legislation when using powered units, tools or pedestrian plant, machinery or equipment in relation to two or more of the following: – safe use of access equipment – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to powered units, tools or pedestrian plant, machinery or equipment use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4 Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.	4.1 Select resources associated with the type of work in relation to fuel/power source, lubricants and consumables.
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: – power source/fuels – consumables, lubricants.

Title:	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Continued	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5 Describe any potential hazards associated with the resources and methods of work.
	4.6 Describe how to identify quantity, length, area and wastage associated with the method/procedures to operate powered units, tools or pedestrian plant, machinery or equipment.
5 Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.	5.1 Protect the work and its surrounding area from damage. in accordance with safe working practices and organisational procedures
	5.2 Prevent damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with current legislation.
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*	
7 Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.	7.1	Demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment: – starting, stopping, replenishing, controlling and cleaning.
	7.2	Use and maintain powered units, tools and ancillary equipment.
	7.3	Operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to: – continual running – closing down – cleaning.
	7.4	Return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work.
	7.5	Disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment.
	7.6	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – prepare, position and set up for work – secure accessories and tool attachments – carry out pre-use and function checks to manufacturers' and suppliers' information and procedures – complete pre-start and post stop checks – recognise the characteristics of the plant, machinery and equipment – identify specific operating and safety requirements for the task and work – recognise and determine when specific skills and knowledge are required and report accordingly
	7.7	– operate, use and control – monitor and maintain – replenish consumables – close down and secure – disassemble and clean – use access equipment – transport and store.
	7.8	Describe the needs of other occupations and how to effectively communicate within a team when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.
	7.9	Describe how to maintain the hand tools, portable power tools, powered units, pedestrian plant, machinery and ancillary equipment used for the work.

Title:	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Installation Occupations (Construction):</u> ***One*** *of the following endorsements required:* *Generators* *Pumps* *Pedestrian operated plant or machines* *Mixers* *Compressors* *Self-powered tools*
Sector subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit credit value	7
Unit guided learning hours	23

Title:	Using manual metal arc welding equipment
Unit Number:	J/615/1645

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Use manual metal arc welding equipment	1.1 Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines 1.2 Prepare for the manual metal arc welding process, to include carrying out all of the following: • adhere to procedures or systems in place for risk assessment, COSHH, personal protective equipment (PPE) and other relevant safety regulations • check the condition and security of welding leads, earthing arrangements and electrode holder • set and adjust the welding conditions/parameters, in accordance with job instructions and the welding procedure specification (where appropriate) • prepare the work area for the welding activities (such as positioning welding screens and fume extraction) • prepare the materials and joint in readiness for welding (such as cleaning of joint faces, grinding weld preparations, setting up the joint, supporting the joint) 1.3 Obtain and prepare the appropriate manual metal arc welding equipment and welding consumables 1.4 Use manual metal-arc welding and related equipment, to include either of the following: • alternating current (AC) equipment • direct current (DC) equipment 1.5 Use one type of electrode from the following: • rutile • basic • cellulosic • other suitable electrodes 1.6 Prepare and support the joint, using the appropriate methods 1.7 Tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding 1.8 Weld the joint to the required quality, dimensions and profile specified 1.9 Produce two of the following welded joints of at least 100mm long, using single or multi-run welds (as appropriate), with at least one stop and start included: • fillet lap joints • Tee fillet joints • corner joints • butt joints 1.10 Produce joints in one of the following types of material: • carbon steel • stainless steel

	1.11 Produce joints in one of the following forms of material: • plate • section • pipe/tube • other forms 1.12 Weld joints, in good access situations, in one of the following BS EN ISO 6947 positions: • Flat (PA) • Horizontal vertical (PB) • Horizontal (PC) • Vertical upwards (PF) • Vertical downwards (PG) 1.13 Check that the welded joint conforms to the specification, by checking all of the following: • dimensional accuracy • alignment/squareness • size and profile of weld • number of runs 1.14 Produce welded joints which meet all of the following: (with reference to BS 4872 Part 1 Weld test requirements) • welds meet the required dimensional accuracy • fillet welds are equal in leg length and slightly convex in profile, with the size of the fillet equivalent to the thickness of the material welded • the welds are adequately fused, and there is minimal undercut, overlap and surface inclusions • joins at stop/start positions merge smoothly, with no pronounced hump or crater in the weld surface • tack welds are blended in to form part of the finished weld, without excessive hump • the weld surface is free from cracks and substantially free from porosity, shrinkage cavities and trapped slag • the weld surface and adjacent parent metal is substantially free from arcing or chipping marks 1.15 Report any difficulties or problems that may arise with the welding activities, and carry out any agreed actions 1.16 Shut down the equipment to a safe condition on conclusion of the welding activities 1.17 Leave the work area in a safe and tidy condition on completion of the welding activities
2 Know how to use manual metal arc welding equipment	2.1 State the safe working practices and procedures that need to be followed when using MMA welding equipment (such as general workshop safety; appropriate personal protective equipment; fire prevention; protecting other workers from the effects of the welding arc; safety in enclosed/confined spaces; fume extraction/control) 2.2 State the hazards associated with MMA welding (such as live electrical components; poor earthing; the electric arc; fumes

	and gases; spatter; hot slag and metal; grinding and mechanical metal/slag removal; elevated working; welding in enclosed spaces; slips, trips and falls), and how they can be minimised
	2.3 State the personal protective equipment (PPE) to be worn for the welding activities (such as correctly fitting overalls; leather aprons, welding gloves/gauntlets; safety boots; head/eye shield with correct shade of filter)
	2.4 State the major parts of the welding equipment, and their function (including AC and DC power sources and power ranges)
	2.5 Describe types of electrodes used, and the correct control, storage and drying of electrodes
	2.6 State the types of welded joint to be produced (such as lap joints, corner joints, tee joints, butt welds, single and multi-run welds)
	2.7 Describe terminology used for the appropriate welding positions
	2.8 Describe how to use and extract information from engineering drawings and related specifications (to include symbols and conventions to appropriate BS or ISO standards) in relation to work undertaken
	2.9 Describe how to prepare the materials in readiness for the welding activity (such as ensuring that the material is free from excessive surface contamination (such as rust, scale, paint, oil/grease and moisture); ensuring that edges to be welded are correctly prepared (such as made flat, square or bevelled))
	2.10 Describe how to set up and restrain the joint, and the tools and techniques that are used (such as the use of jigs and fixtures, restraining devices (such as clamps and weights/blocks); setting up the joint in the correct position and alignment)
	2.11 Describe tack welding size and spacing in relationship to material thickness
	2.12 State the techniques of operating the welding equipment to produce a range of joints in the various joint positions (such as striking and initiating the arc; fine adjustment of parameters; correct manipulation and welding speed of electrode; blending in stops/starts and tack welds)
	2.13 Describe how to close down the welding equipment safely and correctly
	2.14 Describe problems that can occur with the welding activities (such as causes of distortion and methods of control, effects of welding on materials and sources of weld defects), and how these can be overcome
	2.15 Describe how to check the welded joints for uniformity, alignment, position and weld size and profile
	2.16 Describe when to act on their own initiative and when to seek help and advice from others

	2.17 State the importance of leaving the work area in a safe and clean condition on completion of welding activities (such as isolation of electrical supplies, safely storing equipment and consumables, removing and disposing of waste)

Title:	Using semi-automatic MIG or MAG welding equipment
Unit Number:	J/615/1645

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
1 Use semi-automatic MIG or MAG welding equipment	1.1 Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines 1.2 Prepare for the MIG, MAG or flux cored-wire welding process, to include carrying out all of the following: • adhere to procedures or systems in place for risk assessment, COSHH, personal protective equipment (PPE) and other relevant safety regulations • check the condition and security of welding leads/cables, hoses, shielding gas supply and wire feed mechanisms • set and adjust the welding conditions/parameters, in accordance with the welding procedure specification • prepare the work area for the welding activities (such as positioning welding screens and fume extraction) • prepare the materials and joint in readiness for welding (such as cleaning of joint faces, grinding weld preparations, setting up the joint, supporting the joint) 1.3 Obtain and prepare the appropriate welding equipment and welding consumables 1.4 Use manual/semi-automatic welding and related equipment, to include one of the following: • MIG • MAG • other flux-cored wire welding equipment 1.5 Use consumables appropriate to the material and application, to include the following: One of the following wire types: • solid wire • cored wire Plus one of the following types of shielding gas: • inert • active 1.6 Prepare and support the joint, using the appropriate methods 1.7 Tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding 1.8 Weld the joint to the required quality, dimensions and profile specified

	1.9 Produce two of the following welded joints of at least 150mm long, by single or multi-run (as appropriate), with at least one stop and start included: • fillet lap joints • Tee fillet joints • corner joints • butt joints 1.10 Produce joints in one of the following types of material: • carbon steel • stainless steel • aluminium 1.11 Produce welded joints in one of the following forms of material: • plate • section • sheet (less than 3mm) • pipe/tube • other forms 1.12 Weld joints in good access situations in one of the following BS EN ISO 6947 positions: • Flat (PA) • Horizontal vertical (PB) • Horizontal (PC) • Vertical upwards (PF) • Vertical downwards (PG) 1.13 Check that the welded joint conforms to the specification, by checking all of the following: • dimensional accuracy • alignment/squareness • size and profile of weld • number of runs 1.14 Produce welded joints which meet all of the following: (with reference to BS 4872 Part 1 Weld test requirements) • welds meet the required dimensional accuracy • fillet welds are equal in leg length and slightly convex in profile, with the size of the fillet equivalent to the thickness of the material welded • the welds are adequately fused, and there is minimal undercut, overlap and surface inclusions • joins at stop/start positions merge smoothly, with no pronounced hump or crater in the weld surface • tack welds are blended in to form part of the finished weld, without excessive hump

		• the weld surface is free from cracks and substantially free from porosity, shrinkage cavities and trapped slag • the weld surface and adjacent parent metal is substantially free from arcing or chipping marks
	1.15	Report any difficulties or problems that may arise with the welding activities, and carry out any agreed actions
	1.16	Shut down the equipment to a safe condition on conclusion of the welding activities
	1.17	Leave the work area in a safe and tidy condition on completion of the welding activities
2 Know how to use semi-automatic MIG or MAG welding equipment	2.1	State the safe working practices and procedures to be followed when preparing and using MIG, MAG or flux cored wire arc welding equipment (such as general workshop safety; appropriate personal protective equipment (PPE); fire prevention; protecting other workers from the effects of the welding arc; safety in enclosed/confined spaces; fume extraction/control)
	2.2	State the hazards associated with using MIG, MAG or flux cored-wire arc welding (such as live electrical components; poor earthing; the electric arc; fumes and gases; spatter; hot slag and metal; grinding and mechanical metal/slag removal; elevated working; enclosed spaces; slips, trips and falls), and how they can be minimised
	2.3	State the personal protective equipment (PPE) to be worn for the welding activities (such as correctly fitting overalls; leather aprons, welding gloves/gauntlets; safety boots; head/eye shield with correct shade of filter)
	2.4	State the correct handling and storage of gas cylinders (such as manual handling and use of cylinder trolley, leak detection procedures, relevant BCGA codes of practice, cylinder identification, gas pressures, cylinder and equipment safety features)
	2.5	Describe how to use and extract information from engineering drawings and related specifications (to include symbols and conventions to appropriate BS or ISO standards) in relation to work undertaken
	2.6	State the major parts of the welding equipment, and their function
	2.7	Describe types, selection and application of electrode wires (such as solid and cored)
	2.8	Describe reasons for using shielding gases, and the types and application of the various gases
	2.9	Describe gas pressures and flow rates (in relation to the type of material being welded)

	2.10 State the types of welded joints to be produced (such as lap joints, corner joints, tee joints and butt welds)
	2.11 Describe terminology used for the appropriate welding positions
	2.12 Describe how to prepare the materials in readiness for the welding activity (such as ensuring that the material is free from excessive surface contamination (such as rust, scale, paint, oil/grease and moisture); ensuring that edges to be welded are correctly prepared (such as made flat, square or bevelled)
	2.13 Describe how to set up and restrain the joint, and the tools and techniques that are used (such as the use of jigs and fixtures, restraining devices (such as clamps and weights/blocks); setting up the joint in the correct position and alignment)
	2.14 Describe tack welding size and spacing (in relation to material thickness)
	2.15 State the techniques of operating the welding equipment to produce a range of joints in the various joint positions (such as fine adjustment of parameters; correct manipulation of the welding gun; blending in stops/starts and tack welds)
	2.16 Describe methods/modes of metal transfer and their uses (such as dip, globular, free flight, spray and pulsed)
	2.17 Describe how to close down the welding equipment safely and correctly
	2.18 Describe problems that can occur with the welding activities (such as causes of distortion and methods of control; effects of welding on materials and sources of weld defects), and how these can be overcome
	2.19 Describe how to check the welded joints for uniformity, alignment, position and weld size and profile
	2.20 Describe when to act on their own initiative and when to seek help and advice from others
	2.21 State the importance of leaving the work area in a safe and clean condition on completion of welding activities (such as isolation of electrical supplies, safely storing equipment and consumables, removing and disposing of waste)

Title:	Installing architectural metalwork in the workplace	
Unit Number:	K/616/6316	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing architectural metalwork.		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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, official guidance and current regulations associated with the installation of architectural metalwork.
2 Know how to comply with relevant legislation and official guidance when installing architectural metalwork.		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – 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 and vehicles.
		2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4 Describe the types of fire extinguishers available when installing architectural metalwork and describe how and when they are used.

Title:	Installing architectural metalwork in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Maintain safe and healthy working practices when installing architectural metalwork.	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 architectural metalwork.
	3.2 Demonstrate compliance with given information and relevant legislation when installing architectural metalwork in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – safe use and storage of lifting accessories – specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing architectural metalwork, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4 Select the required quantity and quality of resources for the methods of work to install architectural metalwork.	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: – fittings and fixings – mechanical fastenings – hand tools, 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.

Title:	Installing architectural metalwork in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
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, length, area and wastage associated with the method and procedure to install architectural metalwork.
5 Minimise the risk of damage to the work and surrounding area when installing architectural metalwork.	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 architectural metalwork.	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: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install architectural metalwork.	7.1 Demonstrate the following work skills when installing architectural metalwork: – measuring, marking, drilling, aligning, adjusting, levelling, plumb, fixing, fitting and securing
	7.2 Use and maintain hand tools, power tools and ancillary equipment.
	7.3 Install architectural metalwork and secondary steelwork to given working instructions.

Title:	Installing architectural metalwork in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 continued	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify and follow the installation quality requirements - conform to agreed specification - confirm manufacturers installation criteria - check resources for type, quantity and damage and report discrepancies - work to datum marks - set out, measure and mark out for the installation - drill fixing points - prepare mechanical fastening - position, fit and fix architectural metalwork and secondary steelwork - remove installation and lifting stabilisation and protection systems - recognise and determine when specialist skills and knowledge are required and report accordingly - determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance - work with, around and in close proximity to plant and machinery - direct and guide the operations and movement of plant and machinery - complete user inspection and test certification for lifting accessories - test and adjust operation functions and safety devices - use hand tools, 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 installing architectural metalwork.
	7.6 Describe how to maintain the tools and equipment used when installing architectural metalwork.

Title:	Installing architectural metalwork in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	230

Title:	Installing acoustic packages and support frames in the workplace	
Unit Number:	F/650/1359	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing acoustic packages and support frames.		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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current guidance and regulations associated with installing acoustic packages and support frames
2 Know how to comply with relevant legislation and official guidance when installing acoustic packages and support frames.		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, 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 and vehicles.
		2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Installing acoustic packages and support frames in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 Maintain safe and healthy working practices when installing acoustic packages and support frames.	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 acoustic packages and support frames.
	3.2 Demonstrate compliance with given information and relevant legislation when installing acoustic packages and support frames in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing acoustic packages and support frames, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV)
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

Title:	Installing acoustic packages and support frames in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to install acoustic packages and support frames.	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: – frame support systems - acoustic linings - tapes and sealants - 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.
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6 Describe any potential hazards associated with the resources and methods of work.
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install acoustic packages and support frames
5 Minimise the risk of damage to the work and surrounding area when installing acoustic packages and support frames.	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.

Title:	Installing acoustic packages and support frames in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
6 Complete the work within the allocated time when installing acoustic packages and support frames.	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: – types of productivity targets and time scales - how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install acoustic packages and support frames to the required specification.	7.1 Demonstrate the following work skills when installing acoustic packages and support frames: – measuring, marking out, cutting, drilling, positioning, adjusting, levelling, fitting, finishing and securing.
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.
	7.3 Prepare and install at least five of the following acoustic packages and support frames to given working instructions: – louvres - enclosures - openings (doors and/or windows) - panel screens - attenuators (silencer) - complete audiology rooms (floor, wall, ceiling, internal finish, door(s) and window(s)).
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – identify and follow the installation quality requirements - identify the location of, and work around, mechanical and electrical services - assess installation area for level and plumb - identify the sequence of installation with other operations - identify vertical and horizontal datum and set out - install support frames - make adjustments in accordance with installation conditions - install insulation - maintain acoustic integrity - use tools and equipment to check level and plumb

		- install louvres, enclosures, openings (doors and/or windows), panel screens, attenuators (silencer), complete audiology rooms (floor, wall, ceiling, internal finish, door(s) and window(s)) - apply tapes and sealants - recognise and determine when specialist skills and knowledge are required and report accordingly - work with, around and in close proximity to plant and machinery - use hand tools, portable power tools and equipment - work at height - use access equipment.
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing acoustic packages and support frames
	7.6	Describe how to maintain the tools and equipment used when installing acoustic packages and support frames.

Title:	Installing acoustic packages and support frames in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>Unit endorsements</u>: **Five** of the following required: Louvres Enclosures Openings (doors and/or windows) Panel screens Attenuators (silencer) Complete audiology rooms (floor, wall, ceiling, internal finish, door(s) and window(s)
Sector Subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	180

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace	
Unit Number:	T/503/9560	
Learning outcomes *The learner will be able to:*		**Assessment criteria** *The learner can:*
1 Interpret the given information relating to the work and resources when installing, maintaining and removing work area protection and safety equipment.		1.1 Interpret and extract relevant information from drawings, plans, risk assessments, method statements, 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: – drawings, plans, risk assessments, method statements, specifications, schedules, site inspection reports, manufacturers' information, verbal and written instructions, current regulations and official guidance associated with protecting work areas.
2 Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – 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 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, maintaining and removing work area protection and safety equipment.		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, maintaining and removing work area protection and safety equipment.

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
3 continued	3.2 Demonstrate compliance with given information and relevant legislation when installing, maintaining and removing work area protection and safety equipment in relation to at least two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing, maintaining and removing work area protection and safety equipment, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4 Select the required quantity and quality of resources for the methods of work to install, maintain and remove work area protection and safety equipment.	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: – safety and security equipment (cones, tapes, fences, barriers, hoarding, doors, gates) – protection and safety notices – signs and lighting – hand tools, power tools and equipment.
	4.3 Describe how to confirm that the resources and materials conform to the specification.

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
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 and area associated with the method and procedure to install, maintain and remove work area protection and safety equipment.
5 Minimise the risk of damage to the work and surrounding area when installing, maintaining and removing work area protection and safety equipment.	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, maintaining and removing work area protection and safety equipment.	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: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace

Learning outcomes	**Assessment criteria**

The learner will be able to:	*The learner can:*
7 Comply with the given contract information to install, maintain and remove work area protection and safety equipment to the required specification.	7.1 Demonstrate the following work skills when installing, maintaining and removing work area protection and safety equipment: – measuring, setting out, positioning, assembling, constructing, securing, dismantling and removing.
	7.2 Use and maintain hand tools, power tools and ancillary equipment.
	7.3 Install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to protection equipment, barriers, fences and at least one of the following: – protection and safety notices – safety lighting.
	7.4 Report work undertaken
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – plan for the protection and the safety of the work and surrounding environment – conform to agreed specification – confirm the location of utility services and ensure they are protected – prepare and set out area protection equipment to required dimensions – install, check and maintain the protection and safety equipment – dismantle and remove protection and safety equipment – install safety notices – install lighting systems – monitor and check accuracy during progress and on completion of work – install, maintain and remove work area protection equipment in public areas – transport, load and off load work area protection equipment – recognise and determine when specialist skills and knowledge are required and report accordingly – use hand tools, power tools and equipment – work at height – use access equipment.

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*

7 continued	7.6	Describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace.
	7.7	Describe how to maintain the tools and equipment used when installing, maintaining and removing work area protection and safety equipment in the workplace.

Title:	Installing, maintaining and removing work area protection and safety equipment in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated. This unit must be assessed against the endorsements detailed within the relevant NVQ structure. <u>ProQual Level 2 NVQ Diploma in Specialist Concrete Occupations (Construction):</u> **One** of the following endorsements required: Protection and safety notices Safety lighting
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	55

Title:	Installing insulated enclosure floors in the workplace
Unit Number:	T/615/2192

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*	
1 Interpret the given information relating to the work and resources when installing insulated enclosure floors.	1.1	Interpret and extract information from drawings, specifications, schedules, manufacturers' information and building regulations.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information and regulations governing temperature controlled enclosures.
2 Know how to comply with relevant legislation and official guidance when installing insulated enclosure floors.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	State what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when installing insulated enclosure floors and describe how and when they are used.
3 Maintain safe working practices when installing insulated enclosure floors.	3.1	Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing insulated enclosure floors.
	3.2	Explain why and when personal protective equipment (PPE) should be used, relating to installing insulated enclosure floors, and the types, purpose and limitations of each type.
	3.3	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
	3.4	Demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with installing insulated enclosure floors as relevant to the operations.

Title:	Installing insulated enclosure floors in the workplace

Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
4 Select the required quantity and quality of resources for the methods of work to install insulated enclosure floors.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – insulate materials – heater mats with cabling – sealants for vapour barriers – hand and/or powered tools and equipment.
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
	4.4 Outline potential hazards associated with the resources and method of work.
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install insulated enclosure floors.
5 Minimise the risk of damage to the work and surrounding area when installing insulated enclosure floors.	5.1 Protect the work and its surrounding area from damage.
	5.2 Minimise damage and maintain a clean work space.
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.4 Dispose of waste in accordance with legislation.
	5.5 State why the disposal of waste should be carried out in relation to the work.
6 Complete the work within the allocated time when installing insulated enclosure floors.	6.1 Demonstrate completion of the work within the allocated time.
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing insulated enclosure floors in the workplace
Learning outcomes *The learner will be able to:*	**Assessment criteria** *The learner can:*
7 Comply with the given contract information to install insulated enclosure floors to the required specification.	7.1 Demonstrate the following work skills when installing insulated enclosure floors: – measuring, cutting, positioning, laying and securing.
	7.2 Install floor insulation, thermal and vapour barriers of a temperature controlled storage enclosure, to contractor's working instructions, to include : – layers of insulate – vapour barriers – thermal barriers (modular heater mats).
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – set out and prepare the area for installation of floor insulation, thermal and vapour barriers – position the layers of insulate required – position thermal barriers using heater mats with their respective cable connections – apply vapour barriers to requirements – check floor insulation, thermal and vapour barriers are intact, undamaged and secure before laying of wearing slabs and application of slip membranes – use hand tools, power tools and equipment.
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.
	7.5 State the needs of other occupations and how to communicate within a team when installing insulated enclosure floors.
	7.6 Describe how to maintain the tools and equipment used when installing insulated enclosure floors.

Title:	Installing insulated enclosure floors in the workplace
Additional information about this unit	
Assessment Guidance	This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.. 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. Workplace evidence of skills cannot be simulated except for assessment criteria 3.4.
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	65

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