



**ProQual Level 2 NVQ Diploma in Controlling Lifting
Operations –
Slinger/Signaller (Construction)**

Qualification Specification

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Introduction

The ProQual Level 2 NVQ Diploma in Controlling Lifting Operations – Slinger/Signaller (Construction) qualification provides a nationally recognised qualification for those working in the construction industry who want to specialise in in the lifting of suspended loads.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

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

It is also endorsed by the sector body for construction - CITB.

Qualification Profile

ProQual Level 2 NVQ Diploma in Controlling Lifting Operations – Slinger/Signaller (Construction)

Qualification title	ProQual Level 2 NVQ Diploma in Controlling Lifting Operations – Slinger/Signaller (Construction)
Ofqual qualification number	600/9043/1
Level	2
Total Qualification Time	430 hours (184 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	01/05/2013
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 all of the Mandatory units. (CITB reference numbers are given for information only.)

Mandatory Units				
Unit Ref.	Title	Level	GLH	CITB Ref. No
M/508/6537	Conforming to general health, safety and welfare in the workplace	1	7	641v2
T/508/6538	Conforming to productive working practices in the workplace	2	10	642v1
L/650/9409	Slings, signalling and the movement of suspended loads in the workplace	2	170	402v3

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 8.

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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(Construction)**

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.

Learning Outcomes and Assessment Criteria

Title:	Conforming to general health, safety and welfare in the workplace	
Unit Number:	M/508/6537	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1	Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
		1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
		1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
		1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> - 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.
		2.4	List the current Health and Safety Executive top five health risks.
		2.5	State how changing circumstances within the workplace could cause hazards.
		2.6	State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3	Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1	Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
		3.2	Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
		3.3	Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.
		3.4	Safely store health and safety control equipment in accordance with given instructions.
		3.5	Dispose of waste and/or consumable items in accordance with legislation.
		3.6	State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> - dealing with accidents and emergencies associated with the work and environment - methods of receiving or sourcing information - reporting - stopping work - evacuation - fire risks and safe exit procedures - consultation and feedback.
		3.7	State the appropriate types of fire extinguishers relevant to the work.
		3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

4	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
		4.2	State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Conforming to productive work practices in the workplace	
Unit Number:	T/508/6538	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1	Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
		1.2 Describe the different methods of communicating with line management, colleagues and customers.
		1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.
2	Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.
		2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
		2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> - using resources for own and other's work requirements - allocating appropriate work to employees - organising the work sequence - reducing carbon emissions.
		2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.
3	Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.
		3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: <ul style="list-style-type: none"> - job cards - worksheets - material/resource lists - time sheets.
		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.
		4.2	Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
		4.3	Describe how to maintain good working relationships, in relation to: <ul style="list-style-type: none"> - individuals - customer and operative - operative and line management - own and other occupations.
		4.4	Describe why it is important to work effectively with line management, colleagues and customers.
		4.5	Describe how working relationships could have an effect on productive working.
		4.6	Describe how to apply principles of equality and diversity when communicating and working with others.

Title:	Conforming to Productive Working Practices in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	10

Title:	Slinging, signalling and the movement of suspended loads in the workplace	
Unit Number:	L/650/9409	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the information relating to the work and resources.	1.1	Interpret the information relating to the lifting operation, lifting accessories, equipment and loads from the following sources: <ul style="list-style-type: none"> - drawings - specifications - schedules - risk assessments - method statements - lift plans - verbal briefings - manufacturers' information.
	1.2	Check the information for the lifting operation is appropriate with regard to the available resources, lifting accessories, load data and calculations in relation to: <ul style="list-style-type: none"> - weight - quantity - length.
	1.3	Communicate with the relevant people when problems are identified with the information provided.
	1.4	Explain why organisational procedures have been developed and how they are implemented.
	1.5	Describe the types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> - drawings - specifications - schedules - method statements - risk assessments - lift plans - verbal briefings - manufacturers' information.

<p>1 continued</p>	<p>1.6 Describe how to report and rectify inappropriate information, and how this is implemented in relation to:</p> <ul style="list-style-type: none"> - drawings - specifications - schedules - method statements - risk assessments - lift plans - verbal briefings - manufacturers' information.
	<p>1.7 Describe the organisational procedures for identifying and rectifying problems with information within own authority and why it is important that they are followed.</p>
	<p>1.8 Explain why it is important that problems with the information, resources or methods of work are relayed immediately to relevant people dependant on whether they are:</p> <ul style="list-style-type: none"> - within own authority to rectify - require organisational reporting procedures.
<p>2 Organise and work with others, to establish how the task is to be conducted and communicated to team members.</p>	<p>2.1 Organise and work with others, to check and establish how the task is to be conducted.</p>
	<p>2.2 Communicate using discussions, sketches, electronic data, briefings, signalling and radio communications with the following lifting team members:</p> <ul style="list-style-type: none"> - lift planner or appointed person - lifting operations supervisor - other signallers - lifting equipment operators - ancillary workers - other occupations associated with the lifting operation.
	<p>2.3 Describe how to communicate using discussions, sketches, electronic data, briefings, signalling and radio communications with the following lifting team members:</p> <ul style="list-style-type: none"> - lift planner or appointed person - lifting operation supervisor - other signallers - lifting equipment operators - ancillary workers - other occupations associated with the lifting operation.

<p>2 continued</p>	<p>2.4 Describe how to organise the materials, components and equipment relating to types, quantity, quality, size and the sustainability of standard and specialist:</p> <ul style="list-style-type: none"> - lifting accessories - signalling and communication equipment - hand tools and ancillary equipment.
	<p>2.5 Explain the skills required to carry out the work in relation to other occupations.</p>
<p>3 Comply with organisational procedures and official guidance.</p>	<p>3.1 Comply with the information provided and organisational procedures to avoid risk in relation to the following:</p> <ul style="list-style-type: none"> - methods of work - safe use of health, safety and environmental control measures - safe use and storage of tools and equipment - safe use, storage and handling of lifting accessories - safe use of any access equipment - specific risks to safety, health and welfare - specific risks to the work area and local environment.
	<p>3.2 List the legislation, official guidance and approved code of practice related to own occupation and relevant organisational procedures and describe how they are applied in relation to the operative's responsibilities regarding potential accidents, health hazards and the environment in the workplace.</p>
	<p>3.3 Explain how emergencies should be responded to and who should respond in relation to:</p> <ul style="list-style-type: none"> - fires - spillages - injuries - emergencies relating to occupational activities.
	<p>3.4 Describe the organisational security procedures for relevant tools, equipment and personal belongings in relation to:</p> <ul style="list-style-type: none"> - site - workplace - company - operative.
	<p>3.5 Explain the accident reporting procedures and who is responsible for making reports.</p>

<p>3 continued</p>	<p>3.6 Explain why, when and how health and safety control equipment should be used in relation to:</p> <ul style="list-style-type: none"> - collective protection measures - personal protective equipment (PPE) - respiratory protective equipment (RPE) - local exhaust ventilation (LEV).
	<p>3.7 Describe how to comply with safe and environmentally responsible work practices to meet the requirements of current organisational procedures and official guidance when dealing with potential accidents, health hazards and the environment in relation to:</p> <ul style="list-style-type: none"> - below ground level - in confined or restricted spaces - at height - tools and equipment - materials and substances - movement and storage of materials by manual handling or mechanical lifting.
<p>4 Select the required resources for lifting operations.</p>	<p>4.1 Select required resources for the lifting operations including:</p> <ul style="list-style-type: none"> - lifting accessories - lifting aids - hand tools and ancillary equipment - signalling and communication equipment.
	<p>4.2 Identify the characteristics, type, quantity, quality, uses, sustainability, limitations and defects associated with the materials, components and equipment and explain why they are important and how defects should be rectified in relation to:</p> <ul style="list-style-type: none"> - lifting accessories - signalling and communication equipment - hand tools and ancillary equipment.
	<p>4.3 Explain why the organisational procedures have been developed for the selection of resources and how they are used.</p>
	<p>4.4 Describe how the resources should be used and how any problems associated with deviation from given information, incorrect use of resources or methods of work are reported in relation to:</p> <ul style="list-style-type: none"> - own authority to rectify - organisational reporting procedures.

<p>4 continued</p>	<p>4.5 Explain how to report unsuitable resources such as: materials, components and equipment relating to types, quantity, quality, size and the sustainability of standard and specialist:</p> <ul style="list-style-type: none"> - lifting accessories - signalling and communication equipment - hand tools and ancillary equipment.
<p>5 Minimise the risk of damage by complying with organisational procedures.</p>	<p>5.1 Comply with organisational procedures to minimise risk and prevent damage in relation to the following:</p> <ul style="list-style-type: none"> - protecting the loads, work and surrounding area from damage - maintaining a clear and tidy work space - disposing of waste in accordance with organisational procedures, regulations and official guidance.
	<p>5.2 Explain how to protect the load and work area from damage from the following:</p> <ul style="list-style-type: none"> - accessories for lifting - general workplace activities - nearby structures - other occupations and activities - adverse weather conditions.
	<p>5.3 Describe why and how the disposal of waste must be carried out in accordance with:</p> <ul style="list-style-type: none"> - environmental concerns and responsibilities - organisational procedures - manufacturers information - statutory regulations - official guidance.
	<p>5.4 Explain why it is important to maintain a safe, clear and tidy work area.</p>

<p>6 Carry out the work to meet the specification efficiently and safely.</p>	<p>6.1 Comply with the lifting information to carry out the work efficiently and safely to the required specification in relation to the following;</p> <ul style="list-style-type: none"> - demonstrate work skills to: measure, gauge, judge, calculate, fit, fix, test, balance, interpret, assess, explain, prepare, indicate, inform, instruct, sign, position, adjust, configure, move, secure, signal and relay - select, assess, maintain and use lifting accessories, lifting aids, signalling and communication equipment - prepare lifting accessories prior to slinging - sling and signal for the lifting and movement of suspended loads to given instructions for the following: <ul style="list-style-type: none"> • balanced loads • unbalanced loads • loose loads • bundled loads • containerised loads • where the operator does not have clear sight of the load - guide, move, control and place suspended loads to agreed destinations to given working instructions using signals and verbal instructions to lifting equipment operators and other signallers where relevant - detach lifting accessories from loads and leave in a safe state - reconfigure lifting accessories after detachment following the placing of a load so that any component part does not foul structures or objects - carry out post lifting checks and storage requirements of lifting accessories.
	<p>6.2 Describe how to comply with the lifting operation information to carry out the work efficiently and safely to the required specification.</p>

	<p>6.3 Explain how methods of work, to meet the specification, are conducted in relation to:</p> <ul style="list-style-type: none"> - identifying the authority, duties, authorisation requirements and responsibilities allocated to the role of the slinger/signaller - identifying the characteristics of lifting equipment and lifting accessories - identifying and interpreting valid certification for maintenance, inspection and thorough examination - lifting and transferring people - slinging loads including balanced, unbalanced, loose, live, bundled, containerised and where the operator does not have clear sight of the load - communicating using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailers, - confirming methods of communication - recognising blind-spots, potential crush zones and other limitations to equipment operator visibility - assessing the load characteristics including centre of gravity and lifting points to check the method of slinging - judging distances, heights and clearances - determining and checking the route of the load before and during the lift including distances, clearances and landing position - selecting, handling, assessing and using (assemble, set up and adjust) lifting accessories and aids - identifying rejection criteria for removing lifting accessories from service - recognising and determining when specific skills and knowledge are required and report accordingly - attaching lifting accessories and slinging loads securely - ensuring balance and stability of loads - attaching and using load guidance equipment (tag lines) - guiding, controlling and placing suspended loads by recognised methods of communication and agreed operational procedures - landing, positioning and detaching loads safely and securely.
	<p>6.4 Describe how to deal with problems arising from information, resources or methods of work that are either within own authority to rectify, or require organisational reporting procedures to be followed.</p>

<p>6 continued</p>	<p>6.5 Explain how operative level basic care, maintenance and storage of lifting accessories, tools, ancillary equipment, aids, signalling and communication equipment is carried out in relation to responsibilities, authorisation and limitations.</p>
	<p>6.6 Describe how to maintain personal safety for self and others in relation to:</p> <ul style="list-style-type: none"> – keeping clear of moving equipment and loads – below slung loads – crush zones – edges – working at height – poor lighting – extreme environmental conditions including heat and cold – poor ground conditions – confined and restricted spaces.
<p>7 Complete the work within the allocated time.</p>	<p>7.1 Complete the work in accordance with the programme of work activities and provide post-operation feedback to team members in relation to the following:</p> <ul style="list-style-type: none"> – completion of own work that conforms to safe working practices and required timescales to meet the needs of other occupations, customers and employers – relay problems encountered during the lifting operation back to relevant team members.
	<p>7.2 Establish what the programme, customer requirements, progress chart, timetable or estimated time is for the work to be carried out and explain why timescales should be kept whilst maintaining safe working practices.</p>
	<p>7.3 Explain organisational procedures for dealing with unauthorised requests that fall outside of the lift plan or given authorised instructions, assisting with other non-related activities which will affect the work programme.</p>

Title:	Slinging, signalling and the movement of suspended loads in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	170



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