GQA LEVEL 2 NVQ CERTIFICATE IN GLAZING

Qualification Number

500/8802/6

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PERSONAL COMPETENCE SUMMARY

Name	Company/Centre
Job Title	GQA Registration Number

UNITS OF COMPETENCE					ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	**Int Ref**	**MANDATORY UNITS**	**Level**	**Credit**		
T/601/5060	GL01	Maintain Health and Safety within the Glazing Working Environment	2	4		
A/600/7364	AG3	Communicating and Working with Others in the Glass and Related Working Environments	2	3		
J/601/5063	GL03	Confirm the Glazing Requirements	2	4		
L/601/5064	GL04	Locate, Handle and Transport Glazing Materials and Equipment	2	4		
R/601/5065	GL05	Prepare for Glazing Work	2	4		
H/601/5068	GL07	Install Glass in Glazing System	2	7		
Optional Units of Credit – Minimum of 6 credits to be achieved						
Fire Resistant Glazing Pathway – Mandatory units						
F/650/5011	FRG20	Knowledge of Fire Resistant Glazing	3	4		
H/650/5012	FRG21	Installation of Fire Resistant Glass	3	9		
Fire Resistant Glazing Pathway – Optional units at least 1 unit must be achieved if this Pathway is selected						

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

Observation in the workplace ☐
Records of prior experience ☐
Testimonial(s) ☐
Work records ☐

Assessment of knowledge ☐
Witness statement(s) ☐
Photographic evidence ☐
External testing ☐

Passport Style Candidate Photo (Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who work as glaziers, installing glass into frames (e.g., windows, doors), and those who work to maintain glazing installations (usually windows and doors). There are 2 pathways, 1 for "mainstream" glazing, the other for those involved in installing Fire Resistant Glazing.

The standards cover the most important aspects of the job. This qualification is at Level 2 although some units may be at different levels and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job.

A further qualification for glazing at Level 3 is also available. In addition, there are qualifications for those who install replacement glass supporting frames and units.

Candidates for this qualification will primarily be:
•working on customer's premises installing glass into supporting frames and units
•maintaining supporting frames and units
•Candidates could have jobs entitled:
•Glazier
•Installer
•Fitter
•Glazing Systems Maintainer

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 6 mandatory units and 2 Pathways. Candidates should achieve all 6 mandatory units, plus at least the minimum credits from their chosen Pathway.

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

Unit No.	Int Ref.	Mandatory units	Level	Credit
T/601/5060	GL01	Maintain Health and Safety within the Glazing Working Environment	2	4
A/600/7364	AG3	Communicating and Working with Others in the Glass and Related Working Environments	2	3
J/601/5063	GL03	Confirm the Glazing Requirements	2	4
L/601/5064	GL04	Locate, Handle and Transport Glazing Materials and Equipment	2	4
R/601/5065	GL05	Prepare for Glazing work	2	4
H/601/5068	GL07	Install glass into Glazing System	2	7
Glazing Pathway Optional units-at least 1 unit must be achieved if this Pathway is selected				
Y/601/5066	GL06	Carry out Temporary Work to make safe the Glazing Installation	2	6
A/601/5075	GL08	Maintain Glazing Systems	3	8
F/601/5076	GL09	Cut Glass for Glazing	2	7
Fire Resistant Glazing Pathway – Mandatory units				
F/650/5011	FRG20	Knowledge of Fire Resistant Glazing	3	4
H/650/5012	FRG21	Installation of Fire Resistant Glass	3	9
Fire Resistant Glazing Pathway – Optional units at least 1 unit must be achieved if this Pathway is selected				
K/650/5014	FRG22	Installation of internal fire rated windows / doors or screens	3	10
L/650/5015	FRG 23	Carry out replacement of damaged or broken Fire Resistant Glazing	3	8

Achieving the combination of Mandatory units and the correct choice of Optional credits will mean the qualification has been completed and GQA will provide the Diploma with the qualification title. Where a candidate has completed additional credits the Diploma will list these as "additional credits", in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of credit can be issued for the credits achieved.

Assessment guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated though performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity
Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres
2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:
• plan evidence collection and opportunities for assessment
• collect evidence
• judge evidence
• determine whether sufficient evidence has been presented
• make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relavant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EV's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance
The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:
• a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
• an in-depth scrutiny of assessment plans, materials and records
• specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
• ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
• the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates
All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.
The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:
• prove they can consistently meet all the qualification and / or unit of credit criteria
• provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
• prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence
A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.
The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.
The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.
The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:
• is authentic – i.e. actually produced by the candidate
• meets the criteria
• relates as appropriate to a context defined within the qualification and / or unit of credit
• confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:
• if the evidence, as a whole, covers all the evidence of achievement
• whether the evidence indicates consistency in competent performance
• whether there is enough evidence on which to base an inference of competence
The answer can only be:
• yes (the candidate is competent)
• no (the candidate is not yet competent)
• there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence
Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.
Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?
Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:
• Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
• Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
• Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
• Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:

- o Dealing with emergencies
- o Dealing with accidents
- o Certain pre-approved real time simulators
- o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB:It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence
Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor.

I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Production/Process Activity Guideline

To aid new or established workers, a centre may wish to describe a normal production/process activity relevant to the achievement of the national vocational qualification and identify which units/elements it will contribute to, e.g. the act of preparation for work, implementation and completion will contribute to a number of units of competence.

Production/Process Activity Relevant to the Achievement of this Qualification	Contributory to: Units/Elements

T/601/5060 GL01	Maintain Health and Safety within the Glazing Working Environment	Level 2	4 Credits

The aim of this unit is to provide the learner with the knowledge and skills to be able to work safely in the glazing working environment and to be able to carry out the correct actions should an accident or emergency occur.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know which, acts, regulations and guidelines apply to the glazing working environment.	1.1 State which acts, regulations and guidelines apply to the glazing working environment			
	1.2 Explain how these acts, regulations and guidelines apply to the glazing working environment			
2. Know how to carry out an assessment of hazards and risks in the glazing working environment	2.1 Describe the steps in carrying out a risk assessment			
	2.2 Explain the actions required when discovering unsafe working conditions. To include reporting systems.			
3. Be able to identify hazards and assess risks in the glazing working environment.	3.1 Carry out an accurate risk assessment of the glazing working environment.			
4. Know how to adopt safe working practices.	4.1 State the employer's and manufacturer's instructions available for equipment in your work area and how to access them.			
	4.2 Describe three tasks in your work area and the equipment and personal protective equipment used.			
	4.3 Explain the choices of equipment and personal protective equipment given in the example above.			
5. Be able to adopt and adhere to safe working practices.	5.1 Follow employer's and manufacturer's instructions on the safe use of equipment and materials.			
	5.2 Correctly select and use personal protective equipment relative to the task and explain the reasons why it is needed.			
	5.3 Correctly select and safely use equipment required to carry out the work for example:			
	5.4 Describe your work place, indicating the guidance documents relating to safe working in your job role.			
6. Know how to ensure there is no unauthorised or unsafe access to the working areas.	6.1 Explain how to establish who is authorised to enter the work area			
	6.2 Explain how to establish if a person is authorised to enter the work area.			
	6.3 Explain how to ensure that authorised people entering the work area are kept safe.			
7. Know what to do in the event of accidents or emergencies.	7.1 Describe the correct procedure to follow in the case of an accident.			
	7.2 Describe the correct procedure to follow in the case of an emergency.			
	7.3 Describe the procedure for evacuating workers and visitors.			
	7.4 Describe the procedure for reporting and recording accidents and emergencies.			

Assessor comments/feedback

A/600/7364 AG3	Communicating and Working with Others in the Glass and Related Working Environments	Level 2	3 Credits

The aim of this unit is to provide the learner with the knowledge and skills to communicate and work effectively with others in the glass and related working environments.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know what information to share with colleagues on your job role and why this is important.	1.1 Give 3 examples of information linked to your job role that needs to be shared with colleagues.			
	1.2 Explain why sharing information with colleagues is important.			
2. Be able to share information with colleagues.	2.1 Share information with colleagues using different methods, for example: • Face to face conversations • Company systems • Written notes • Drawings/sketches • Telephone (voice or text) • Email • Internet			
3. Know why it is important to respond promptly to requests.	3.1 Explain why it is important to respond promptly to requests from colleagues and customers and give 3 examples.			
4. Be able to respond promptly to requests from colleagues.	4.1 Respond promptly to requests from colleagues and/or customers to include the provision of: • Information • Physical assistance • Advice			
5. Know why good working relationships with colleagues are important and how barriers to this can be overcome.	5.1 Explain why good working relationships are important.			
	5.2 Give 3 examples of problems in developing and maintaining good working relationships with colleagues and suggest solutions.			
6. Be able to develop and maintain good working relationships with colleagues.	6.1 Develop and maintain good working relationships with colleagues.			

Assessor comments/feedback

J/601/5063	Confirm the Glazing Requirements	Level 2	4 Credits
GL03			

This unit is concerned with knowing how to confirm the requirements of glazing work, including measurements, and any features that can have an impact on the work. It includes ensuring materials are fit for purpose, and how to deal with problems associated with confirming glazing work.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know the information needed to confirm the requirements of the work.	1.1 List the information required to begin glazing activities			
2. Be able to obtain and provide the information needed to confirm the requirements of the work	2.1 Locate, access and obtain the required information.			
	2.2 Provide the relevant information to the necessary people			
3. Know how the type, location, characteristics and features of the installation can have an impact on the glazing work.	3.1 Explain how characteristics, features and other conditions can affect the way the installation is carried out. Give 3 examples.			
4. Be able to examine the materials and components to ensure they meet the specification of the installation.	4.1 Examine the materials and components and confirm that they meet the specification of the installation.			
	4.2 Inspect the materials and components for damage prior to installation			
5. Be able to ensure that the job specification will meet the requirements of the installation.	5.1 Check that the information available will meet the specification and requirements of the installation.			
6. Know how to overcome problems in the confirmation of installation requirements.	6.1 Describe three problems that can occur in the confirmation of installation requirements and explain how these might be overcome.			

Assessor comments/feedback

L/601/5064 GL04	Locate, Handle and Transport Glazing Materials and Equipment	Level 2	4 Credits

This unit covers the selection and checking that suitable materials and equipment have been chosen, handled carefully and transported to the required location. The glazier has to ensure the equipment and materials are available and that they are suitable and safe for use, and delivered to a suitable location that will allow the glazing work to be carried out effectively.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Explain how to select the correct glazing materials and equipment to carry out the glazing work, and that they are fit for purpose	1.1 Explain how to select the glazing materials			
	1.2 Explain 3 checks to make on the glazing materials to ensure they are fit for purpose			
	1.3 Explain how to select the equipment required			
	1.4 Explain 3 checks to make on the equipment to ensure it is fit for purpose			
2. Know the different types of glazing equipment.	2.1 List 3 specialist tools used in the glazing working environment and explain their use			
3. Be able to locate and select the correct type, quality and quantity of glazing materials and suitable equipment.	3.1 Locate and select the required glazing materials.			
	3.2 Locate and select the required equipment			
4. Know the importance of handling and transporting glazing materials and equipment correctly and safely	4.1 Explain the types of damage that can be caused by incorrect handling or transport of materials or equipment			
	4.2 Explain the types of injury that can be caused by incorrect handling or transport of materials or equipment			
	4.3 Explain how to handle glazing materials to minimise damage or injury			
	4.4 Explain how to transport glazing materials to minimise damage or injury			
	4.5 Explain how to handle and transport equipment to minimise damage or injury			
5. Be able to handle and transport glazing materials and equipment correctly and safely.	5.1 Handle and load the materials safely, using appropriate methods and equipment			
	5.2 Transport the materials safely using the correct transportation methods and equipment			
6. Deliver the glazing materials and equipment to the required location to allow the glazing work to be carried out effectively	6.1 Deliver the materials and equipment to the required location safely			
	6.2 Ensure the glazing materials and equipment are located to allow effective working			
7. Know the types of problems that can occur when locating, handling and transporting glazing materials and equipment.	7.1 Describe 2 problems that can occur when locating glazing materials or equipment			
	7.2 Describe 2 problems that can occur when handling glazing materials or equipment			
	7.3 Describe 2 problems that can occur when transporting glazing materials or equipment			
	7.4 Offer suggested solutions for each of the problems given in answer to the above			

Assessor comments/feedback

R/601/5065	Prepare for Glazing Work	Level 2	4 Credits
GL05			

This unit covers the preparation of the equipment, materials, and the site for work on a glazing installation. The glazier has to ensure the equipment and materials are available and that they are suitable and safe for use. The site has to be prepared and all unwanted existing glazing materials removed from the framing system.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know when and how to isolate a work area	1.1 Explain the situations when it is necessary to isolate a work area			
	1.2 Describe how to isolate a work area to allow safe effective working conditions			
2. Be able to prepare the work areas correctly.	2.1 Mark out work areas clearly and isolate them as necessary from the rest of the site.			
	2.2 Protect all areas exposed to debris.			
	2.3 Remove vulnerable objects			
3. Know the different types of access equipment and working platforms for working at heights.	3.1 List three different types of access equipment or working platforms that may be used to work at height.			
	3.2 Explain any restrictions on the preparation and dismantling of the equipment listed in 4.1			
4. Be able to safely use the correct access equipment.	4.1 Identify and select the correct access equipment.			
	4.2 Check the access equipment correctly.			
	4.3 Prepare the access equipment correctly.			
	4.4 Position the access equipment correctly.			
	4.5 Explain why it is important to regularly check access equipment.			
5. Be able to safely prepare the correct glazing equipment.	5.1 Identify and select the correct glazing equipment.			
	5.2 Set up the glazing equipment in accordance with organisational / manufacturer's guidance.			
6. Be able to identify and remove unwanted materials and fittings from the existing glazing system.	6.1 Identify and remove fixtures and fittings that may restrict the glazing work.			
	6.2 Store the removed fixtures and fittings ready for re-installation.			
	6.3 Correctly remove unwanted glazing materials from the glazing system.			
	6.4 Dispose of unwanted glazing materials safely.			
7. Be able to ensure that the glazing system is stable.	7.1 Identify and select the correct support method.			
	7.2 Install the support method in accordance with appropriate guidance.			

Assessor comments/feedback

H/601/5068	Install Glass into Glazing System	Level 2	7 Credits
GL07			

This unit covers the installation of glazing materials into glazing support systems. The glass has to be installed correctly according to the type of installation, glass, and glazing support system. The glazier will have to use the correct glazing materials, and then ensure the glazing installation is ready for use. Finally, the glazier will need to check the work, respond to customers' enquiries, and dispose of unwanted materials.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know the equipment and materials used to install glass into glazing systems	1.1 Describe 3 pieces of specialist equipment used when installing glass, and what they are used for			
	1.2 Describe 3 types of material other than glass used during glazing work and what they are used for			
2. Know different glazing methods and their advantages or disadvantages	2.1 List 2 different glazing methods			
	2.2 State 1 advantage of each type			
	2.3 State 1 disadvantage of each type			
3. Be able to select the correct equipment and materials to install the glass to comply with specification and legislation	3.1 Select the correct glazing equipment.			
	3.2 Select the correct type, quantity and quality of glazing materials to carry out the job effectively			
4. Be able to correctly install the glazing materials.	4.1 Correctly and securely install glazing materials into the glazing system, ensuring: • Glass fits according to specification • Drainage holes are clear • Installation is weatherproof • Correct function of the system			
5. Be able to check that the work meets all agreed glazing requirements	5.1 Accurately carry out a final inspection of the glazing work, ensuring that it meets customer / job requirements.			
6. Know how to answer customers' questions.	6.1 List 3 typical questions that may be asked by customers and explain how these might be answered.			
7. Safely remove and dispose of all unwanted glazing materials.	7.1 Safely remove and dispose of all unwanted glazing materials using correct handling methods and personal protective equipment.			
8. Know the types of problems that can occur when installing glass and offer solutions.	8.1 Describe 3 problems that might be encountered during the installation of glass into glazing systems and explain how these might be overcome.			
9. Know the type and level of detail of the installation that has to be recorded and how this is done in accordance with organisational procedures	9.1 Explain the information the Organisation require on the installation			
	9.2 Explain how to record this in line with organisational procedures			

Assessor comments/feedback

Y/601/5066 GL06	Carry Out Temporary Work to Make Safe the Glazing Installation	Level 2	6 Credits

This unit is concerned with making safe any glass that has been damaged, usually as a result of emergency situations, such as accidents, vandalism, or burglary, although it could also cover situations where the correct glass or glazing material is not available.. The glazier needs to be able to assess the situation, and determine what type of protection is suitable for the type of damage and the type of glazing installation. The glazier then has to install protective materials to ensure that problems or further damage is minimised, until permanent work can be carried out.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to establish and confirm the requirements of the customer.	1.1 Explain how to identify the requirements of the customer.			
	1.2 Explain how to confirm and gain authorisation for the emergency work.			
2. Be able to identify the damage and the structural characteristics and features of the installation.	2.1 Correctly identify the type and extent of damage to the glazing installation.			
	2.2 Explain how the characteristics and features of the installation can affect the emergency work.			
3. Know the types of materials that are available and the situations that can have an impact on the use	3.1 Describe 3 types of protective material that can be used			
	3.2 Explain the circumstances that can dictate which is suitable for a particular situation			
4. Be able to access the site and install the correct protective materials.	4.1 Accurately assess how the structural characteristics and features of the site will affect the installation of protective materials.			
	4.2 Accurately assess the feasibility and time required to install the protective materials.			
	4.3 Identify the correct type and amount of protective materials to make safe the site.			
	4.4 Safely remove and dispose of unwanted glazing materials.			
	4.5 Install structural supports and fittings to secure protective materials.			
	4.6 Correctly install protective materials.			
	4.7 Ensure access to the premises is secured.			
5. Know the types of problems that can occur and how to overcome them	5.1 Describe 3 problems that can occur when carrying out this process			
	5.2 Explain how to overcome each of the problems listed			

Assessor comments/feedback

A/601/5075	Maintain Glazing Systems	Level 3	8 Credits
GL08			

This unit is concerned with maintenance to glazing support systems, including components such as sashes, hinges, locks, and handles. The candidate needs to be able to dismantle the glazing installation to carry out the required maintenance. Maintenance, including repairs, to the glazing components can then be undertaken, and they must use suitable methods, equipment and materials. The glazing support system then has to be rebuilt and checked to ensure it is functioning correctly. Knowledge of the problems that can occur and possible solutions are also needed to meet the unit aims.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to confirm the glazing maintenance requirements of the customer.	1.1 Describe the information that needs to be considered when confirming the glazing maintenance requirements of the customer			
	1.2 List 3 typical components which need maintenance, and explain how these needs become apparent			
2. Be able to investigate the maintenance need to identify the problem, its location and likely causes.	2.1 Identify the location and likely cause of the problem.			
3. Be able to identify which items need removing from the glazing installation and remove them correctly.	3.1 Correctly identify components and materials which need removing.			
	3.2 Remove components and materials in a manner that will allow effective working.			
4. Be able to identify which glazing components and materials are suitable for the glazing maintenance.	4.1 Identify and select the correct components and materials for the glazing maintenance.			
5. Be able to carry out the glazing maintenance work.	5.1 Carry out the required processes in accordance with Manufacturer's and Company guidelines.			
	5.2 Ensure that materials and components function correctly.			
	5.3 Confirm that the glazing system meets customer requirements.			
6. Understand the types of problems that can occur with maintenance work and possible solutions	6.1 Describe 3 possible problems that can occur when carrying out maintenance work.			
	6.2 Explain how these problems could be addressed.			
7. Know what to do when the planned maintenance work has not been successful	7.1 Explain the process to be followed when the maintenance work has not been successful, to include: • Information to give to the customer • Information to be given to the Company			
8. Know the information to record on the maintenance work in accordance with Organisational procedures	8.1 Explain what information to record of the work carried out			
	8.2 Explain how to record this in accordance with Company requirements			

Assessor comments/feedback

F/601/5076	Cut Glass for Glazing	Level 2	7 Credits
GL09			

The aim of this unit is to provide the learner with the knowledge and skills to be able to confirm specifications of the products and materials to be cut, to ensure the correct type, quantity and quality of materials are available, to prepare products and materials and to cut them to specification.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to obtain and confirm the specifications to cut the glass correctly.	1.1 Explain the information required to cut the glass to the required specification			
	1.2 Explain how to identify and confirm the specifications for the glass to be cut correctly.			
2. Know how different types of glass have to be cut, the equipment required, and how the type and size of glass may have a bearing on the location selected for cutting	2.1 Explain the properties of 3 different types of glass			
	2.2 Explain the process for cutting each of the types of glass, for example: • Cutting machinery • Manual cutting equipment/Hand tools • Measuring equipment			
	2.3 Explain the different locations for glass cutting and what can influence the choice of location			
3. Be able to select the correct method, equipment and location for cutting the glass.	3.1 Select the correct method for cutting the glass.			
	3.2 Select the correct equipment for cutting the glass			
	3.3 Select the appropriate location for cutting the glass			
4. Know how to cut the glass correctly to specification and minimising waste.	4.1 Explain how to cut the glass correctly to specification.			
	4.2 Explain how to monitor the glass cutting against specification			
	4.3 Explain how to minimise waste.			
	4.4. Explain what dictates if glass offcuts are salvaged for reuse			
5. Be able to cut the glass to specification minimising waste.	5.1 Cut the glass to specification minimising waste.			
6. Be able to dispose of unwanted glass correctly minimising waste.	6.1 Dispose of unwanted glass correctly minimising waste by salvaging reusable glass.			
7. Know the type of problems that can occur in the cutting of glass and how these might be overcome.	7.1 Describe 3 problems that can occur when cutting glass.			
	7.2 Explain how each problem could be overcome			
8. Know how to record information on the glass cutting in line with Organisational procedures.	8.1 Explain how to record information on the glass cutting in line with Company procedures			

Assessor comments/feedback

F/650/5011	Knowledge of Fire Resistant Glazing	Level 3	4 Credits
FRG20			

The aim of this unit is to ensure the learner understands fire resistant glazing. This includes the understanding of different types of fire-resistant glazing systems, relevant regulations, standards and guidelines that apply. They also need to be able to identify problems and how to deal with them. The learner will also be required to show an understanding of testing and performance requirements and how and what to record in terms of information on the installation. The learner is also required to show an understanding of the use of safety impact glass, the types available and where it needs to be used. The learner is also expected to understand the relevant standards and regulations which apply to the use of fire resistant glazing.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know the reasons for using fire resistant glazing in buildings rather than standard glazing	1.1 Summarise 3 reasons for using fire resistant glass in buildings			
	1.2 Outline the main Approved Document that applies to the use of fire resistant glazing and what the 4 main purposes of this document cover.			
	1.3 List the relevant sections in the Approved Document that apply to the use of fire resistant glazing			
	1.4 State 2 British or Harmonised European Standards that relate to the use of fire resistant glazing			
	1.5 Compare 3 differences between fire resistant glazing and standard glazing and why they are needed			
	1.6 Explain why standard glass products, glazing materials, frames and fixings are not acceptable for fire resistant glazing systems.			
2. Know the different classifications of fire resistant glazing and their uses	2.1 Compare the two classifications of fire resistant glazing and what both refer to			
	2.2 Clarify how the classification coding system works and what it means			
	2.3 Differentiate between the two types of fire resistant glass used in fire resistant glazing and explain how they both react in a fire			
	2.4 State two examples of where fire resistant glazing is used: •within a building •in the external building envelope.			
3. Know the purpose of the fire test report and also other approvals and certification for fire resistant glazing	3.1 Explain the purpose of a fire test report and how it is used			
	3.2 Summarise one type of approval and one type of certification that can be applied to a fire rated system and state how they are achieved.			
4. Know the factors that influence the fire resistance of glazing systems	4.1 Clarify 6 factors that influence the overall fire resistant properties of a fire resistant glazing system			
5. Know where fire resistant glazing can be applied in a building	5.1 State 6 areas in a building where fire resistant glazing systems can be used			

F/650/5011	Knowledge of Fire Resistant Glazing (Continued)	Level 3	4 Credits
FRG20			

6. Know why the job specification and fire test report must be adhered to	6.1 Justify why the specified materials and components must be used without modification or variation in line with the fire test report, or approval or certification achieved			
	6.2 Summarise the consequences of the work not being completed using the correct specified components			
7. Know the regulations for impact safety, the classes for product classification and the areas where impact safety performance is required.	7.1 Summarise the Approved Document which relates to the use of impact resistant glass in buildings			
	7.2 Explain the term “Critical Safety Locations” and identify where these are situated in a domestic property and public building			
	7.3 Describe the types of fire resistant glass that can be used in safety critical locations.			
	7.4 Explain why it is important that fire resistant safety glass is used in the stated critical locations			
8. Know what identifying marks are required on impact safety glass	8.1 State the identifying marks that need to be present and visible on safety glass and what information they show			
	8.2 Explain why the identifying mark on the glass must be visible and readable after glazing.			
9. Know why all installation Paperwork/evidence should be completed on completion of the work	9.1 State the recording paperwork/evidence that needs to be completed on the completion of the installation of a fire resistant glazing system			
	9.2 Explain why all of the post installation recording paperwork/evidence needs to be completed correctly			
	9.3 Summarise the consequences of not completing the post installation recording paperwork/evidence correctly			
	9.4 Explain who the completed paperwork/evidence is given to and why they need to have it.			

Assessor comments/feedback

H/650/5012	Installation of Fire Resistant Glass	Level 3	9 Credits
FRG21			

The aim of this unit is to ensure the learner can install fire resistant glass and understands how to apply this knowledge in practice. The candidate must show an understanding of how to read and use specifications, use of tools and equipment, materials and components used, how to complete final inspections, identify problems and offer solutions. Completion of installation paperwork is also included.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to read and interpret the fire resistant glazing job specification	1.1 State how to find the specification for the fire resistant glazing work to be carried out			
	1.2 Explain the contents of the fire resistant glazing specification and how this information is used for the work to be carried out			
2. Be able to use the manufacturers' and job specification to select the materials to complete the work to specification	2.1 Select the materials and components for fire resistant glazing to comply with manufacturers' and job specifications to include: •Glass •Seals •Glazing blocks •Beads and fixings			
3.Know the required tools and equipment required to carry out the fire resistant glazing work	3.1 List 4 tools and 2 pieces of equipment required to carry out the fire resistant glazing work			
	3.2 Explain how the tools and equipment listed in 3.1 are used when installing fire resistant glazing			
4. Be able to select and use the tools and equipment for installation in a safe manner.	4.1 Select the appropriate tools and equipment required to carry out the work			
	4.2 Use the selected tools and equipment safely and correctly			
5 Know how to install the fire resistant glazing to comply with the specification	5.1 Explain how to install the fire resistant glazing to comply with the glass resistant specification, to include the following components: •Glass •Seals •Glazing blocks •Beads and fixings •Sealants			
	5.2 Explain why butt joint system applications have particular requirements			
6. Be able to install the fire resistant glazing in accordance with manufacturers' and job specifications.	6.1 Install the fire resistant glazing in accordance with manufacturers' specifications, to include: •Glass •Seals •Glazing blocks •Beads and fixings			
	6.2 Install the glass ensuring the identifying marks on the glass are visible and readable after glazing.			
7. Know how to carry out the final inspection on the completed installation	7.1 Explain the areas to focus on during the final inspection of the fire resistant glazing work carried out			
	7.2 State the paperwork/evidence to complete to record the final inspection of the fire resistant glazing work carried out			
8 Be able to carry out a final inspection. and complete the required paperwork/evidence	8.1 Carry out a final inspection of the fire resistant glazing work and compete the required paperwork/evidence			
9. Know how to identify and overcome problems in relation to the installation work	9.1 Describe three problems that could occur with the installation of fire resistant glazing and explain how these might be overcome.			

Assessor comments/feedback

K/650/5014 FRG22	Installation of internal Fire Rated windows or doors or screens	Level 3	10 Credits

The aim of this unit is to provide the learner with the skills, knowledge and understanding to be able to install internal fire rated windows doors or screens ready to receive fire resistant glazing application It will also cover how to read specifications, select and prepare materials, use of tools and equipment, how to prepare the aperture and carry out a quality check on the system. It also covers how to recognise and solve problems and complete any relevant paperwork

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to check the specification and the location of the work to be carried out	1.1. State the documents used to identify the location and specification of the work to be carried out and explain how to ensure they are the current versions			
	1.2. Outline how to use the documents listed in 1.1 to check the specification and location of the work to be carried out			
2. Be able to check and confirm the correct position for the internal fire rated window / door or screen and they meet specification	2.1 Check and confirm that the internal fire rated window/ door or screen are: • suitable for the work to be carried out • meeting the specification for fire rated doors / windows • suitable for the intended position • the correct size, shape and appearance • have all required components and hardware			
	2.2 Explain the action to take if the supplied internal fire rated windows / doors or screen do not meet the required specification and the consequences of fitting incorrect products.			
3. Know how to check the condition of and prepare the aperture prior to fitting the internal fire rated window / door or screen	3.1 Clarify how to check the aperture prior to fitting the internal Fire rated window / door or screen			
	3.2 Describe how to prepare the aperture prior to fitting the internal fire rated window / door or screen			
4. Be able to check and prepare the aperture prior to fitting the internal fire rated window / door or screen	4.1 Check the aperture is suitable to be able to have the internal fire rated window / door or screen fitted to it			
	4.2 Prepare the aperture prior to fitting the internal fire rated window /door or screen according to the specification			
5. Know the required tools, equipment and fixings required to carry out the work	5.1 State 4 of the required tools and 2 of the required pieces of equipment to carry out the work			
	5.2 Describe types of fixings used to install windows and doors into at least 4 different types of substrates			
6. Be able to select the required, tools, equipment and fixings for the installation	6.1 Select the required tools and equipment for the installation			
	6.2 Select required fixings to meet the job specification			
7. Know how to position the internal fire rated window / door or screen into the aperture to meet specification	7.1 Explain how to position the internal fire rated window / door or screen to ensure they meet the standard required for fire rating			
	7.2 Clarify the consequences of not fitting the internal fire rated window / door or screen in the aperture according to the specification			
8. Be able to position internal fire rated window / door or screens correctly into the aperture according to the specification	8.1 Position internal fire rated window / door or screens correctly into apertures according to specification,			

K/650/5014 FRG22	Installation of internal Fire Rated windows or doors or screens (Contined)	Level 3	10 Credits

9 Be able to securely fix the internal fire rated window / door or screen to the structure	9.1 Securely fix the internal fire rated window / door or screen to the structure using the specified type, number and size of fixings			
10 Know the correct type of sealant to use to seal between the fire rated window / door or screen and structure	10.1 Compare the different types of sealants that can be used to seal between the internal fire rated window / door or screen and the structure.			
	10.2 Describe how the type of fire sealant used reacts in a fire			
	10.3 Describe the consequences of not using the specified sealant when sealing between the internal fire rated window / door or screen.			
11. Know how to check fire rated Windows / doors or screens are functioning correctly	11.1 Explain what checks are carried out to ensure the fire rated windows / doors or screens are functioning correctly			
	11.2 Evaluate the action to take if the internal fire rated window / door or screen is not functioning correctly.			
12. Be able to check the internal fire rated window / door or screen is functioning correctly	12.1 Check that the internal fire rated window / door or screen is functioning correctly to meet specification			
13 Know how to carry out the final inspection of the fire resistant installation and the relevant paperwork to complete	13.1 Explain how to carry out a final inspection of the fire resistant installation carried out			
	13.2 Explain the final inspection recording documentation/ evidence to complete for the fire resistant installation and why it is required			
14. Be able to carry out the final inspection of the fire rated installation and complete the relevant documentation.	14.1 Carry out an inspection of the completed fire resistant work and ensure the installation meets the specification			
	14.2 Record all relevant information of the fire resistant installation in accordance with organisational guidance and industry recognised best practice			
15. Know the possible problems that can be faced during the installation of internal fire rated windows / doors or screens	15.1 Describe 3 possible problems that can be encountered when installing an internal fire rated window / door or screen			
	15.2 Explain how to resolve the 3 problems identified in 15.1			

Assessor comments/feedback

L/650/5015 FRG23	Carry out replacement of damaged or broken Fire Resistant Glass	Level 3	8 Credits

The aim of this unit is to ensure the learner has the required level of knowledge, skills and understanding to be able to remove and replace damaged fire resistant glazing. They will be able to identify and remove the damaged or broken fire resistant glazing, prepare the aperture and install new fire resistant glazing to comply with the specification and carry out quality inspection of completed work. The learner will also need to demonstrate they can identify and rectify and problems they may become aware of and complete any relevant documentation or other evidence on the completion of the work.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know the requirements to follow when replacing damaged or broken fire resistant glazing	1.1 Explain why any repair work to fire resistant glazing systems needs to be carried out according to the original specification			
	1.2 Explain when it might not be possible to follow recognised best practice when replacing the damaged or broken fire resistant glazing			
	1.3 Name the document which would have been provided on completion of the original installation and state what information would have been included in it			
2. Know how to identify the original components that have been used in the system	2.1 Explain how to recognise the type of fire resistant glass that needs to be replaced			
	2.2 Explain how to identify the existing types of glazing bead that needs to be replaced			
	2.3 Explain how to recognise the existing type of seal that needs to be replaced			
3. Be able to identify the original components used that require replacing	3.1 Identify the following types of components used in the existing system: •Type of glass •Type of beading •Type of seal			
4. Know the process for removing damaged or broken fire resistant glazing from the unit	4.1 Explain the process for identifying the type of fire rated system that needs repairing			
	4.2 Describe how to remove the damaged or broken fire resistant glazing from the system			
	4.3 Outline two problems that might arise when removing the damaged glazing and explain how to deal with them			
	4.4 Describe the information that has to be noted and recorded during the removal process			
5. Be able to remove the damaged or broken fire resistant glazing	5.1 Consult the method statement to ensure best practice is followed during the removal process			
	5.2 Remove the broken or damaged fire resistant glazing according to the method statement			
	5.3 Record all relevant information during the removal process			
6. Know how to prepare the glazing pocket prior to installing the fire resistant glazing	6.1 Explain how the glazing pocket needs to be prepared prior to installing new fire resistant glazing			
7. Be able to prepare the glazing pocket prior to installing fire resistant glazing	7.1 Prepare the glazing pocket according to the specification prior to installing fire resistant glazing			
8. Know how to install the fire resistant glazing into the glazing pocket	8.1 Explain the process for installing the fire resistant glazing into the glazing pocket to comply with the specification			
	8.2 Clarify why it is important to only used the specified components when installing fire resistant glazing			

L/650/5015 FRG23	Carry out replacement of damaged or broken Fire Resistant Glass (Continued)	Level 3	8 Credits

	8.3 Clarify the components required to install the fire resistant glass into the glazing pocket and how they are used to meet the specification			
	8.4 Explain the information that should be visible on the new fire resistant glazing once it has been installed			
9. Be able to install the fire resistant glazing into the glazing pocket	9.1 Install the fire resistant glass into the glazing pocket to comply with the specification			
	9.2 Use all required components in the specification to the correct standard according to manufacturer's instructions			
	9.3 Ensure all relevant information on the glass is visible once the fire resistant glazing has been installed			
10. Know the quality checks to complete on completion of the installation	10.1 Explain the quality checks that are carried out on the finished installation and why these are required			
	10.2 Clarify the recording documentation/evidence that is used once the job is completed and explain why it is important to complete it correctly			
11. Be able to carry out quality checks on completed work	11.1 Carry out quality checks on completed work according to company guidelines			
	11.2 Complete all required documentation/evidence on the completion of the work accurately			
12. Know the types of problems that can arise during the work and how to overcome them	12.1 Describe 3 different problems that can arise during the removal and replacement of fire resistant glazing			
	12.2 Clarify how the 3 different problems identified in 12.1 can be rectified.			

Assessor comments/feedback

Notes

Notes

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