



**GQA Level 2 NVQ Diploma for Mastic Asphalt
Application (Construction)**

**Qualification Reference Number
610/3700/X**

Personal Competence Summary

| Name | | | Company/Centre | | |
|------------------------|---|-------|-------------------------|--------------------|------|
| Job Title | | | GQA Registration Number | | |
| Mandatory Units | | | | | |
| Unit Number | Unit Title | Level | Credit Value | Assessor Signature | Date |
| R/651/0057 | Preparing surfaces for mastic asphalt in the workplace | 2 | 8 | | |
| T/651/0058 | Applying mastic asphalt in the workplace | 3 | 7 | | |
| Y/651/0059 | Repairing and maintaining mastic asphalt in the workplace | 2 | 8 | | |
| M/651/2360 | Conforming to general Health, Safety and Welfare in the workplace | 1 | 2 | | |
| R/651/3794 | Conforming to productive working practices in the workplace | 2 | 3 | | |
| T/651/7395 | Moving, handling and storing resources in the workplace | 2 | 5 | | |
| Pathway - | | | | | |
| Unit Number | Unit Title | Level | Credit Value | Assessor Signature | Date |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

- | | | | |
|------------------------------|--------------------------|-------------------------|--------------------------|
| Observation in the workplace | <input type="checkbox"/> | Assessment of knowledge | <input type="checkbox"/> |
| Records of prior experience | <input type="checkbox"/> | Witness statement(s) | <input type="checkbox"/> |
| Testimonial(s) | <input type="checkbox"/> | Photographic evidence | <input type="checkbox"/> |
| Work records | <input type="checkbox"/> | External testing | <input type="checkbox"/> |

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 | Signature | Date |
|-------------------|------|-----------|------|
| Candidate | | | |
| Lead Assessor | | | |
| Internal Verifier | | | |
| EQA | | | |

Introduction to the Qualification

Who is this Qualification for?

This qualification enables candidates to demonstrate and recognise their skills, knowledge and understanding as well as being able to demonstrate their competence as a Mastic Asphalter within the construction industry.

This Level 2 qualification has been developed for achievement in a real workplace environment - this cannot be simulated so the candidate needs to be in employment.

Candidates should achieve all the mandatory units listed below and a minimum of 1 optional unit.

Candidates should prove that they can achieve all the statements listed from each element.

Candidates will learn skills and knowledge in:

- Preparing resources for Mastic Asphalt in the Workplace
- Preparing backgrounds for Mastic Asphalt in the Workplace
- Applying Mastic Asphalt in the Workplace
- Repairing and maintaining Mastic Asphalt Coverings in the Workplace
- Repairing and maintaining Mastic Asphalt Coverings in the Workplace
- Conforming to General Health, Safety and Welfare in the Workplace
- Moving, Handling and Storing Resources in the Workplace

| Unit Number | Unit Title | Level | Credit Value |
|-------------|--|-------|--------------|
| R/651/0057 | Preparing surfaces for mastic asphalt in the workplace | 2 | 8 |
| T/651/0058 | Applying mastic asphalt in the workplace | 3 | 7 |
| Y/651/0059 | Repairing and maintaining mastic asphalt in the workplace | 2 | 8 |
| M/651/2360 | Conforming to general Health, Safety and Welfare in the workplace | 1 | 2 |
| R/651/3794 | Conforming to productive working practices in the workplace | 2 | 3 |
| T/651/7395 | Moving, handling and storing resources in the workplace | 2 | 5 |
| Unit Number | Unit Title | Level | Credit Value |
| F/651/0060 | Applying mastic asphalt to special details in the workplace | 3 | 13 |
| K/651/0063 | Installing decking for flat roof coverings in the workplace | 3 | 10 |
| R/651/0066 | Carrying out site measurements and evaluations in the workplace | 3 | 13 |
| T/651/0067 | Developing and maintaining good working relationships in the workplace | 3 | 4 |

Assessment Guidance

Evidence should show that the candidate can cover the scope of performance outlined for each relevant unit consistently over an appropriate period.

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 through performance or by responding to questions.

Potential sources of evidence:

The main source of evidence for each unit will be observation of performance. This can be supplemented by the following types of physical or documentary evidence:

- Accident book
- Correspondence/discussion with customer
- Customer feedback
- Damage and defect reports
- Delivery records
- Equipment used
- Inspection reports
- Notes and memos
- Audio/photographic/video
- Safety records
- Telephone logs
- Installation activity
- Witness testimony
- Simulation of accident or emergency
- Organisational reporting systems

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. This document complements the appropriate SSC Assessment Strategy linked to this qualification.

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 EQA national 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 two significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQAs 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 centre's 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 one 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 decide 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 anyone, 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 required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e., 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 decides about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence 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 decide

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined

5. Performance Evidence

Performance evidence can be what the individual 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.

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 several 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 several 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 not acceptable

The exceptions this are:

- Dealing with emergencies
- Dealing with accidents
- Certain pre-approved real time simulators
- 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 EV 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 regarding the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

| Preparing surfaces for mastic asphalt in the workplace | | | | | | | |
|---|---|------------------|------------|-------|---|--------------|---|
| GQA Ref | 89v2 | Regulatory Ref | R/651/0057 | Level | 2 | Credit Value | 8 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with the knowledge of being able to demonstrate the following work skills:</p> <ul style="list-style-type: none"> • measuring and marking out bay sizes • cleaning and cutting joints • fitting, positioning, and securing ancillary items • cleaning and drying substrates and surfaces <p>It will also cover safe and healthy working practices when preparing surfaces for mastic asphalt.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | | | | |
| | | 1 | 2 | 3 | | | |
| 1. Interpret the information relating to the work and resources when preparing surfaces for mastic asphalt | 1.1 Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written Instructions • Manufacturer's Information | | | | | | |
| | 1.2 Comply with information and/or instructions derived from Risk Assessments and Method Statements | | | | | | |
| | 1.3 Describe why the organisational procedures have been developed and how they are implemented | | | | | | |
| | 1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and Written procedures for dealing with damaged and incorrect materials and resources • Current legislation and regulations governing buildings | | | | | | |

| | | | | |
|--|--|--|--|--|
| | 1.5 Describe the range of reporting and rectifying inappropriate information | | | |
| | 1.6 Describe the importance of reporting and rectifying inappropriate information | | | |
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when preparing surfaces for Mastic Asphalt | 2.1 Describe the organisational procedure when dealing with potential accidents, health hazards and the environmental impact whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • On the highway • With tools and equipment including plant equipment and gas • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment, and personal belongings in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Company • Vehicles • Customer • The General Public • Plant Equipment | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible for making reports | | | |
| | 2.4 Describe the different types of Fire Extinguishers and how and they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder | | | |
| 3. Maintain safe and healthy practices when preparing surfaces for Mastic Asphalt | 3.1 Outline information for current legislation and official guidance and how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation and official guidance | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment or systems • Safe use, storage and handling of materials, tools and equipment • Specific risks identified through a Risk Assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when and how health and safety control equipment identified by the principles of prevention should be used in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (REP) • Local Exhaust Ventilation (LEV) | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • fires, spillages, injuries • emergencies relating to occupational activities • identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • methods of work • risk assessment • personal assessment • manufacturer's technical information • statutory regulations • official guidance • Control of Substances Hazardous to Health (COSHH) | | | |

| | | | | |
|--|--|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to prepare surfaces for mastic asphalt | 4.1 Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials, components and fixings • Tools and equipment | | | |
| | 4.2 Describe why the limitations, sustainability and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials conform with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Insulations • Primers • Joint Tapes • Timber • Metal and Cementitious Substrates • Digital Equipment • Temporary Traffic Management equipment • Tools and equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length, square meterage and possible percentage of wastage associated with the method and procedure to prepare surfaces for Mastic Asphalt | | | |
| 5. Minimise the risk of possible damage to the work, its surrounding area and environment when preparing surfaces for Mastic Asphalt | 5.1 Comply with organisational procedures to protect the work, its surrounding area and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | | |
| | 5.2 Explain why it is important to maintain a safe, clear and tidy workspace | | | |
| | 5.3 Describe how to protect work, its surrounding area and the environment from possible damage and the purpose of protection from general workplace activities, other trades and adverse weather conditions | | | |
| | 5.4 Explain how to minimise damage to the existing building fabric | | | |

| | | | | |
|--|---|--|--|--|
| | <p>5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following:</p> <ul style="list-style-type: none"> • Environmental responsibilities • Organisational procedures • Manufacturers Information • Site guidance | | | |
| 6. Complete the work within the allocated time when preparing surfaces for Mastic Asphalt | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept | | | |
| 7. Comply with the contract information to prepare surfaces for Mastic Asphalt efficiently to the required specification | <p>7.1 Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Measuring and marking out bay sizes • Cleaning and cutting joints • Fitting, positioning and securing ancillary items • Cleaning and drying substances and surfaces | | | |
| | 7.2 Use and maintain tools and equipment | | | |
| | <p>7.3 Prepare the following backgrounds to receive Mastic Asphalt to working instructions:</p> <ul style="list-style-type: none"> • Substances • Specified Primers | | | |
| | 7.4 Carry out remedial work to fill holes and voids with mortar, insulation or timber | | | |

| | | | | |
|--|---|--|--|--|
| | <p>7.5 Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • how to clean and dry surfaces • how to carry out remedial work to existing surfaces by filling in holes and voids with mortar, insulation, and timber • how to install insulation materials • how to install vents, access hatches, and smoke vents • how to install rooflights • how to apply primers • why is it important to apply the specified primer • how to install air and vapour control layers (AVCLs) • the importance of constraints relating to the preparing of surfaces on historic and listed buildings • why it is important to identify and follow the installation quality requirements • when to seek specialist advice • the limits of your own authority • how to work with, around and in close proximity, to plant and machinery • how to work at height • how to use access equipment and systems • how to use tools and equipment • how and why operative care and maintenance of tools and equipment is carried out • how to use temporary traffic management equipment and systems | | | |
| | <p>7.6 Describe the importance of applying fairness, inclusion and respect (FIR) when dealing with others</p> | | | |
| | <p>7.7 Describe the needs of other trades associated with preparing surfaces for Mastic Asphalt</p> | | | |
| | <p>7.8 Explain the importance of teamwork and communication including organisational procedures with respect to site behaviours and how to challenge inappropriate site behaviours</p> | | | |

Assessor Comments/Feedback

| Applying mastic asphalt in the workplace | | | | | | | |
|--|------|---|------------|-------|------------------|--------------|---|
| GQA Ref | 90v2 | Regulatory Ref | T/651/0058 | Level | 3 | Credit Value | 7 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with the knowledge of being able to demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Preparing the area • Cutting materials to size • Fitting, applying and positioning where required • Fitting components | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | | Assessment criteria: The learner can: | | | Evidence Ref No. | | |
| | | | | | 1 | 2 | 3 |
| 1. Interpret the information relating to the work and resources when applying Mastic Asphalt | | 1.1 Interpret and extract relevant information from: | | | | | |
| | | <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written Instructions • Manufacturers Information | | | | | |
| | | 1.2 Comply with information and/or instructions derived from Risk Assessment and Method Statements | | | | | |
| | | 1.3 Describe why the organisational procedure have been developed and how they are implemented | | | | | |
| | | 1.4 Describe different types of information, their source and how they are interpreted in relation to: | | | | | |
| | | <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and Written procedure for dealing with damaged or incorrect material and resources • Current legislation and regulations governing buildings | | | | | |
| | | 1.5 Describe the importance of reporting and rectifying inappropriate information | | | | | |

| | | | | |
|--|---|--|--|--|
| | 1.6 Describe the range of relevant digital services, tools and systems and how they are used | | | |
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when applying Mastic Asphalt | 2.1 Describe the organisational procedures when dealing with potential accidents, health hazards and the environmental impact whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • On the highway • With tools and equipment including plant equipment and gas • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Explain the accident near miss reporting procedures and when they are used in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Company • Vehicles • Customer • The general public • Plant Equipment | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible for making reports | | | |
| | 2.4 Describe the different types of Fire Extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder | | | |
| 3. Maintain safe and healthy work practices when applying Mastic Asphalt | 3.1 Outline information to current legislation and official guidance and how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance | | | |

| | | | | |
|--|--|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment and systems • Safe use, storage and handling of materials, tools and equipment • Specific risks identified through a Risk Assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when and how health and safety control equipment identified by the principles and prevention should be used in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • Fires, spillages and injuries • Emergencies relating to occupational activities • Identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • methods of work • risk assessment • personal assessment • manufacturer’s technical information • statutory regulations • official guidance • Control of Substances Hazardous to Health (COSHH). | | | |

| | | | | |
|--|---|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to apply Mastic Asphalt | 4.1 Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials • Components and fixings • Tools and equipment | | | |
| | 4.2 Describe why the limitations, sustainability and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials conform with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Mastic Asphalt • Bitumen • Adhesives • Felts for temporary seals and flashings • Solar Protection • Air and Vapour Control Layers (AVCLs) • Expanded metal lath • Edge Trims • Gas • Lime Dust • Rubbing Sand • Asphalt Buckets • Associated fixings and fittings • Digital Equipment • Tools and Equipment • Temporary Traffic Management equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length, square meterage and possible percentage of waste associate with the method and procedure to apply Mastic Asphalt | | | |
| | 5. Minimise the risk of possible damage to the work, its surrounding area and environment when applying Mastic Asphalt | 5.1 Comply with organisational procedures to protect the work, its surroundings and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | |
| 5.2 Explain why it is important to maintain a safe, clear and tidy workspace | | | | |
| 5.3 Describe how to protect work, its surrounding area and the environment from possible damage and the purpose of protection from general workplace | | | | |

| | | | | |
|---|--|--|--|--|
| | activities, other trades and adverse weather conditions | | | |
| | 5.4 Explain why it is important to maintain safe, clear and tidy workspace | | | |
| | 5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following: <ul style="list-style-type: none"> • Environmental Responsibilities • Organisational Procedures • Manufacturers Information • Site Guidance | | | |
| 6. Complete the work within the allocated time when applying for Mastic Asphalt | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with the organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept | | | |
| 7. Comply with the contract information to apply Mastic Asphalt and related materials to new or refurbishment contracts efficiently to the required specification | 7.1 Demonstrate the following work skills: <ul style="list-style-type: none"> • Preparing the area • Cutting materials to size • Fitting, applying and positioning where required • Fitting components | | | |
| | 7.2 Use and maintain tools and equipment | | | |
| | 7.3 Apply mastic asphalt to working instructions for the following: <ul style="list-style-type: none"> • flat areas and surfaces with gradients • upstand details including outlets, pipes and down stands • specialist details including car park surfaces, expansion joint interfaces and mastic asphalt screeds (all types and thickness) • surface finishes including sand rubbed, crimped and solar reflective finishes | | | |
| | 7.4 Describe how to meet the contract specification in relation to the following: <ul style="list-style-type: none"> • How to apply mastic asphalt to flat areas and surfaces with gradients • How to apply related materials including <ul style="list-style-type: none"> • air and vapour control layers (AVCLs) • isolating membranes • primers • solar reflective paints • felt flashings for seals • insulation and ballast • How to utilise mastic asphalt plant and equipment including: <ul style="list-style-type: none"> • mixers • cauldrons | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> • hot charges • gas and gas torches • How to form kerbs: <ul style="list-style-type: none"> • edges • outlets • upstands • downstands • pipes • trims • openings • gutters and felt flashing • how to apply specialist details including mastic asphalt screeds, expansion joints and interfaces • the importance of constraints relating to applying mastic asphalt on historic and listed buildings • why it is important to identify and follow the installation quality requirements • when to seek specialist advice • the limits of your own authority • how to work with, around and in close proximity, to plant and machinery • how to work at height • how to use access equipment and systems • how to use tools and equipment • how and why operative care and maintenance of tools and equipment is carried out • how to use temporary traffic management equipment and systems | | | |
| | 7.5 Describe the importance of applying fairness, inclusion and respect (FIR) when dealing with others | | | |
| | 7.6 Describe the needs of other trades associated with applying Mastic Asphalt | | | |
| | 7.7 Explain the importance of teamwork, communication and organisational procedure with respect to site behaviours and how to challenge inappropriate site behaviours | | | |

Assessor Comments/Feedback

| Repairing and maintaining Mastic Asphalt in the workplace | | | | | | | |
|--|---|----------------|------------|------------------|---|--------------|---|
| GQA Ref | 91v2 | Regulatory Ref | Y/651/0059 | Level | 2 | Credit Value | 8 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with the knowledge of being able to demonstrate how to visually inspect and survey the condition of mastic asphalt and repair to working instructions for such things as cracks, splits, and blisters as well as removing debris and freeing blockages to gutters and outlets.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | | | Evidence Ref No. | | | |
| | | | | 1 | 2 | 3 | |
| 1. Interpret the information relating to the work and resources when repairing and maintaining Mastic Asphalt | 1.1 Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written instructions • Manufacturers Information | | | | | | |
| | 1.2 Comply with information and/or instructions derived from Risk Assessments and Method Statements | | | | | | |
| | 1.3 Describe why the organisational procedures have been developed and how they are implemented | | | | | | |
| | 1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and written procedures for dealing with damaged and incorrect materials and resources • Current legislation and regulations governing buildings | | | | | | |
| | 1.5 Describe the importance of reporting and rectifying inappropriate information | | | | | | |
| | 1.6 Describe the range of relevant digital services, tools and systems and how they are used | | | | | | |

| | | | | |
|---|--|--|--|--|
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when repairing and maintaining Mastic Asphalt | 2.1 Describe the organisational procedures when dealing with potential accidents, health hazards, and the environmental impact, whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • On the highway • With tools and equipment, including plant equipment and gas • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment, and personal belongings in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Company • Vehicles • Customer • The general public • Plant Equipment | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible to making reports | | | |
| | 2.4 Describe the different types of Fire Extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder | | | |
| 3. Maintain safe and healthy work practices when repairing and maintaining Mastic Asphalt | 3.1 Outline information for current legislation and official guidance on how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment or systems • Safe use, storage, and handling of materials, tools, and equipment • Specific risks identified through a risk assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when, and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • Fires, Spillages and Injuries • Emergencies relating to occupational activities • Identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Methods of work • Risk Assessment • Personal Assessment • Manufacturers Technical Information • Statutory Regulations • Official Guidance • Control of Substances Hazardous to Health (COSHH) | | | |

| | | | | |
|---|--|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to repair and maintain Mastic Asphalt | 4.1 Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials • Components and fixings • Tools and equipment | | | |
| | 4.2 Describe why the limitations, sustainability and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials confirm with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Mastic Asphalt • Bitumen • Adhesives • Felts • Solar Protection • Air and Vapour Control Layers (AVCLs) • Expanded Metal Lath • Flashings • Edge Trims • Gas • Lime Dust • Rubbing Sand • Asphalt Buckets • Associated Fixings and Fittings • Digital Equipment • Tools and Equipment • Temporary Traffic Management equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length, square meterage and possible percentage of wastage associated with the method and procedure to repair and maintain Mastic Asphalt | | | |
| | 5. Minimise the risk of possible damage to the work, its surrounding area and environment when repairing and maintaining Mastic Asphalt | 5.1 Comply with organisational procedures to protect work, its surrounding area and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | |
| 5.2 Explain why it is important to maintain a safe, clear and tidy workspace | | | | |

| | | | | |
|---|---|--|--|--|
| | 5.3 Describe how to protect work, its surrounding area and the environment from possible damage and the purpose of protections from general workplace activities, other trades and adverse weather conditions | | | |
| | 5.4 Explain how to minimise damage to the existing building fabric | | | |
| | 5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following: <ul style="list-style-type: none"> • Environmental responsibilities • Organisational procedures • Manufacturers information • Site guidance | | | |
| 6. Complete the work within the allocated time when repairing and maintaining Mastic Asphalt | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept | | | |
| 7. Comply with the contract information to repair and maintain Mastic Asphalt efficiently to the required specification | 7.1 Demonstrate the following work skills: <ul style="list-style-type: none"> • Preparing the area • Cutting materials to size • Fitting, applying and positioning materials where required | | | |
| | 7.2 Use and maintain tools equipment | | | |
| | 7.3 Visually inspect and survey the condition of Mastic Asphalt and repair to working instructions for: <ul style="list-style-type: none"> • Cracks, splits and blisters • Removing debris and freeing blockages to gutters and outlets | | | |
| | 7.4 Describe how to meet the contract specification in relation to the following: <ul style="list-style-type: none"> • How to identify and evaluate defects in mastic asphalt including mechanical and chemical damage • How to carry out general maintenance requirements including cutting out damaged areas (cracks, splits, and blisters) and repairing with new hot mastic asphalt • How to utilise mastic asphalt plant and equipment including: <ul style="list-style-type: none"> • Mixers • Cauldrons • Hot Charges • Gas and Gas Torches • Why it is important to use gas in accordance with manufacturer's instructions and official guidance | | | |

| Conforming to general health, safety and welfare in the workplace | | | | | | | |
|--|-------|--|------------|-------|------------------|--------------|---|
| GQA Ref | 641v2 | Regulatory Ref | M/651/2360 | Level | 1 | Credit Value | 2 |
| <p>Aims</p> <p>The aim of this unit is to ensure that the Candidate has the skills and knowledge required to work safely in the Construction Industry, in accordance with organisation guidance, legislation and statutory requirements.</p> <p>Candidates must understand safety and warning notices, potential hazards, risk assessments, health risks and the recording and reporting of all Health and Safety related matters.</p> <p>Knowledge of protective and Health and Safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required.</p> <p>This knowledge must cover the safety of the public as well as site personnel and resources. All work carried out must also comply with legislation that covers the disposal of waste or consumable items.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> | | | | | | | |
| Learning outcome; The learner will: | | Assessment criteria: The learner can: | | | Evidence Ref No. | | |
| | | | | | 1 | 2 | 3 |
| 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 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area | | | | | |
| | | 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 public) • for theft | | | |
| | 5.2 State how security arrangements are implemented in relation to the workplace, the public, site personnel and resources | | | |

| |
|---|
| <p><u>Assessor Comments/Feedback</u></p> |
|---|

| Conforming to productive working practices in the workplace | | | | | | | |
|---|---|------------------|------------|-------|---|--------------|---|
| GQA Ref | 642v2 | Regulatory Ref | R/651/3794 | Level | 2 | Credit Value | 3 |
| <p>Aims</p> <p>The aim of this unit is to ensure that the candidate is able to demonstrate they are able to 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 in relation to individuals, customer and operative, operative and line management.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | | | | |
| | | 1 | 2 | 3 | | | |
| 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 | | | | | | |

| | | | | |
|--|--|--|--|--|
| | <p>3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:</p> <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 | | | |
| | <p>4.3 Describe how to maintain good working relationships, in relation to:</p> <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 | | | |

Assessor Comments/Feedback

| Moving, handling and storing resources in the workplace | | | | | | | |
|--|--|------------------|------------|-------|---|--------------|---|
| GQA Ref | 643v2 | Regulatory Ref | T/651/3795 | Level | 2 | Credit Value | 5 |
| <p>Aims</p> <p>The aim of this unit is to ensure that the candidate is able to demonstrate and discuss they are able to move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following, sheet material, loose material, bagged or wrapped material, fragile material, tools and equipment, components and liquids.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | | | | |
| | | 1 | 2 | 3 | | | |
| 1. Comply with given information when moving, handling and/or storing resources | 1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation | | | | | | |
| | 1.2 Interpret the given information relating to the use and storage of lifting aids and equipment. | | | | | | |
| | 1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted | | | | | | |
| | 1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented | | | | | | |
| | 1.5 Describe how to obtain information relating to using and storing lifting aids and equipment | | | | | | |
| 2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources | 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting | | | | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative | | | | | | |
| | 2.3 Explain what the accident reporting procedures are and who is responsible for making the reports | | | | | | |
| | 2.4 State the appropriate types of fire extinguishers relevant to the work. | | | | | | |

| | | | | |
|--|--|--|--|--|
| | 2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance | | | |
| 3. Maintain safe working practices when moving, handling and/or storing resources | 3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources | | | |
| | 3.2 Use lifting aids safely as appropriate to the work | | | |
| | 3.3 Protect the environment in accordance with safe working practices as appropriate to the work | | | |
| | 3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV) | | | |
| | 3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions | | | |
| | 3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards | | | |
| 4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources | 4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work | | | |
| | 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none"> • lifting and handling aids • container(s) • fixing, holding and securing systems | | | |
| | 4.3 Describe how the resources should be handled and how any problems associated with the resources are reported | | | |
| | 4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources | | | |
| | 4.5 Describe any potential hazards associated with the resources and methods of work | | | |

| | | | | |
|--|---|--|--|--|
| 5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources | 5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures | | | |
| | 5.2 Dispose of waste and packaging in accordance with legislation | | | |
| | 5.3 Maintain a clean workspace when moving, handling or storing resources | | | |
| | 5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions | | | |
| | 5.5 Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance | | | |
| 6. Complete the work within the allocated time when moving, handling and/or storing resources | 6.1 Demonstrate completion of the work within the allocated time | | | |
| | 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> • progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme | | | |
| 7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance | 7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none"> • moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques | | | |
| | 7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"> • sheet material • loose material • bagged or wrapped material • fragile material • tools and equipment • Components • liquids | | | |
| | 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources | | | |

| | | | | |
|--|--|--|--|--|
| | 7.4 Describe the needs of other occupations when moving, handling and/or storing resources | | | |
|--|--|--|--|--|

Assessor Comments/Feedback

Applying Mastic Asphalt to special details in the workplace

| | | | | | | | |
|----------------|------|-----------------------|------------|--------------|---|---------------------|----|
| GQA Ref | 92v2 | Regulatory Ref | F/651/0060 | Level | 3 | Credit Value | 13 |
|----------------|------|-----------------------|------------|--------------|---|---------------------|----|

Aims

The aim of this unit is to provide candidates with the being able to demonstrate how to seal sumps, apply asphalt tanking, Mastic Asphalt on curves and overhead surfaces as well as flat vertical and surfaces with gradients and form decorative surface finishes to Mastic Asphalt.

Assessment Guidance

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.

All criteria must be assessed, and evidence must be auditable.

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | |
|---|---|-------------------------|----------|----------|
| | | 1 | 2 | 3 |
| 1. Interpret the information relating to the work and resources when applying Mastic Asphalt to special details | 1.1 Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written instructions • Manufacturers Information | | | |
| | 1.2 Comply with information and/or instructions derived from Risk Assessments and Method Statements | | | |
| | 1.3 Describe why the organisational procedures have been developed and how they are implemented | | | |
| | 1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and Written procedures for dealing with damaged and incorrect materials and resources • Current legislation and regulations governing buildings | | | |
| | 1.5 Describe the importance of reporting and rectifying inappropriate information | | | |
| | 1.6 Describe the range of relevant digital services, tools and systems and how they are used | | | |

| | | | | |
|---|--|--|--|--|
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when applying Mastic Asphalt to special details | 2.1 Describe the organisational procedures when dealing with potential accidents, health hazards, and the environmental impact, whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • On the highway • With tools and equipment, including plant equipment and gas • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment, and personal belongings in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Company • Vehicles • Customer • The general public • Plant Equipment | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible for making reports | | | |
| | 2.4 Describe the different types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder | | | |
| 3. Maintain safe and healthy work practices when applying Mastic Asphalt to special details | 3.1 Outline information for current legislation and official guidance and how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment or systems • Safe use, storage, and handling of materials, tools, and equipment • Specific risks identified through a risk assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when, and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:</p> <ul style="list-style-type: none"> • Fires, spillages and injuries • Emergencies relating to occupational activities • Identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Methods of work • Risk Assessment • Personal Assessment • Manufacturers Technical Information • Statutory Regulations • Official Guidance • Control of Substances Hazardous to Health (COSHH) | | | |

| | | | | |
|--|--|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to apply Mastic Asphalt to special details | 4.1 Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials • Components and fixings • Tools and equipment | | | |
| | 4.2 Describe why the limitations, sustainability and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials confirm with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Mastic Asphalt • Coloured Aggregates • Bitumen • Adhesives • Felts • Sumps • Solar Protection • Air and Vapour Control Layers (AVCLs) • Expanded Metal Lath • Flashings • Edge Trims • Gas • Lime Dust • Rubbing Sand • Asphalt Buckets • Associated Fixings and Fittings • Tools and Equipment • Digital Equipment • Temporary Traffic Management equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length, square meterage and possible percentage of wastage associated with the method and procedure to apply mastic asphalt to special details | | | |
| | 5. Minimise the risk of possible damage to the work, its surrounding area and environment when applying Mastic Asphalt to special details | 5.1 Comply with organisational procedures to protect the work, its surrounding area and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | |

| | | | | |
|--|--|--|--|--|
| | 5.2 Explain why it is important to maintain a safe, clear and tidy workspace | | | |
| | 5.3 Describe how to protect work, its surrounding area and the environment from possible damage and the purpose of protection from general workplace activities, other trades and adverse weather | | | |
| | 5.4 Explain how to minimise damage to the existing building fabric | | | |
| | 5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following: <ul style="list-style-type: none"> • Environmental Responsibilities • Organisational Procedures • Manufactures Information • Site Guidance | | | |
| 6. Complete the work within the allocated when applying Mastic Asphalt to special details | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept | | | |
| 7. Comply with the contract information to apply Mastic Asphalt to special details efficiently to the required specification | 7.1 Demonstrate the following work skills: <ul style="list-style-type: none"> • Preparing the area • Cutting materials to size • Fitting, laying, and positioning materials where required | | | |
| | 7.2 Use and maintain tools and equipment | | | |
| | 7.3 Apply mastic asphalt to working instructions for: <ul style="list-style-type: none"> • Sumps • Tanking • Curved or overhead surfaces • Flat, vertical, and surfaces with gradients • Decorative surface finishes | | | |
| | 7.4 Describe how to meet the contract specification in relation to the following: <ul style="list-style-type: none"> • how to seal sumps • how to apply asphalt tanking • why it is important to apply three coats for tanking • how to apply mastic asphalt to curved and overhead surfaces • how to apply mastic asphalt to flat, vertical, and surfaces with gradients • how to form decorative surface finishes to mastic asphalt • how to utilise mastic asphalt plant and equipment including | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> • mixers • cauldrons • hot charges • gas and gas torches • how to form details including: <ul style="list-style-type: none"> • kerbs • edges • outlets • upstands • downstands • pipes • trims • openings • gutters and felt flashings • how to form specialist details including mastic asphalt screeds and expansion joint interfaces • the importance of constraints relating to applying mastic asphalt to special details on historic and listed buildings • why it is important to identify and follow the installation quality requirements • when to seek specialist advice • the limits of your own authority • how to work with, around, and in close proximity, to plant and machinery • how to work at height • how to use access equipment and systems • how to use tools and equipment • how and why operative care and maintenance of tools and equipment is carried out • how to use temporary traffic management equipment and systems | | | |
| | 7.5 Describe the importance of applying fairness, inclusion and respect (FIR) when dealing with others | | | |
| | 7.6 Describe the needs of other trades associated with applying Mastic Asphalt to special details | | | |
| | 7.7 Explain the importance of teamwork and communication including organisational procedures with respect to site behaviours and how to challenge inappropriate site behaviour | | | |

| |
|---|
| <p><u>Assessor Comments/Feedback</u></p> |
|---|

| Installing decking for flat roof coverings in the workplace | | | | | | | |
|--|---|------------------|------------|-------|---|--------------|----|
| GQA Ref | 93v3 | Regulatory Ref | K/651/0063 | Level | 3 | Credit Value | 10 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with the being able to demonstrate how to meet contract specifications in installing metal and timber decking including checking the specification and surveys to ensure they meet the desired requirements</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | | | | |
| | | 1 | 2 | 3 | | | |
| 1. Interpret the information relating to the work and resources when installing decking for flat roof coverings | 1.1 Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written Instructions • Manufacturers Information | | | | | | |
| | 1.2 Comply with information and/or instructions derived from Risk Assessments and Method Statements | | | | | | |
| | 1.3 Describe why the organisational procedures have been developed and how they are implemented | | | | | | |
| | 1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and Written procedures for dealing with damaged and incorrect materials and resources • Current legislation and regulations governing buildings | | | | | | |
| | 1.5 Describe the importance of reporting and rectifying inappropriate information | | | | | | |
| | 1.6 Describe the range of relevant digital services, tools and systems and how they are used | | | | | | |

| | | | | |
|---|--|--|--|--|
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when installing decking for flat roof coverings | 2.1 Describe the organisational procedures when dealing with potential accidents, health hazards, and the environmental impact, whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • With tools and equipment, including plant equipment • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Company • Vehicles • Customer • The general public • Plant Equipment | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible for making reports | | | |
| | 2.4 Describe the different types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder | | | |
| 3. Maintain safe and healthy work practices when installing decking for flat roof coverings | 3.1 Outline information for current legislation and official guidance and how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation and official guidance | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment or systems • Safe use, storage, and handling of materials, tools, and equipment • Specific risks identified through a risk assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when, and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills, in relation to:</p> <ul style="list-style-type: none"> • Fires, Spillages and Injuries • Emergencies relating to occupational activities • Identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Methods of work • Risk Assessment • Personal Assessment • Manufacturers Technical Information • Statutory Regulations • Official Guidance • Control of Substances Hazardous to Health (COSHH). | | | |

| | | | | |
|---|---|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to install decking for flat roof coverings | 4.1 Select resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials • Components and Fixings • Tools and Equipment | | | |
| | 4.2 Describe why the limitations, sustainability and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials confirm with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Particle Boards • Plywood • Timber • Single-skin metal sheeting • Fixings and Associated Components • Tools and Equipment • Digital Equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length and wastage associated with the method and procedure to install decking for flat roof coverings | | | |
| 5. Minimise the risk of possible damage to the work, its surrounding area and environment when installing decking for flat roof coverings | 5.1 Comply with organisational procedures to protect the work, its surrounding area and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear, and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | | |
| | 5.2 Explain why it is important to maintain a safe, clear, and tidy workspace | | | |
| | 5.3 Describe how to protect work, its surrounding area, and the environment from possible damage and the purpose of protection from general workplace activities, other trades, and adverse weather conditions | | | |
| | 5.4 Explain how to minimise damage to the existing building fabric | | | |

| | | | | |
|--|--|--|--|--|
| | <p>5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following:</p> <ul style="list-style-type: none"> • Environmental Responsibilities • Organisational Procedures • Manufacturer’s Information • Site Guidance | | | |
| 6. Complete the work within the allocated time when installing decking for flat roof coverings | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept | | | |
| 7. Comply with the contract information to install decking for flat roof coverings efficiently to the required specification | <p>7.1 Demonstrate the following work skills:</p> <ul style="list-style-type: none"> • Preparing the area • Cutting materials to size • Fitting, laying, and positioning, materials where required | | | |
| | 7.2 Use and maintain tools and equipment | | | |
| | <p>7.3 Install boarded timber roof decks or boarded single-skin metal decking to working instructions for the following:</p> <ul style="list-style-type: none"> • Forming perimeter upstand details including metal, timber, cementitious and particle boards • Creating falls as per the specification • Forming outlets, openings, penetrations and checking datum points before fixing in place | | | |
| | <p>7.4 Describe how to meet the contract specification in relation to the following:</p> <ul style="list-style-type: none"> • How to install metal and timber decking substrate • How to create falls including checking the specification and surveys to ensure the purlins and joists are set to the correct gradients • How to form outlets, openings, and penetrations including checking named items are marked and set to correct datum points before fixing in place • How to form metal, timber, and cementitious perimeter upstand details • Why it is important to ensure the deck is secure and fit for purpose to accept the weight of the applied Mastic Asphalt system • The importance of constraints relating to installing decking for flat roof coverings on historic and listed buildings • Why it is important to identify and follow the installation quality requirements • When to seek specialist advice • The limits of your own authority | | | |

| Carrying out site measurements and evaluations in the workplace | | | | | | | |
|---|-------|--|------------|-------|------------------|--------------|----|
| GQA Ref | 120v3 | Regulatory Ref | R/651/0066 | Level | 3 | Credit Value | 13 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with the being able to carry out site measurements and evaluations relating to construction and allied activities to working instructions for measuring and checking dimensions and confirming structural backgrounds as complete and acceptable for work requirements as well as reporting results of findings to the appropriate person</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | | Assessment criteria: The learner can: | | | Evidence Ref No. | | |
| | | | | | 1 | 2 | 3 |
| 1. Interpret the information relating to the work and resources when carrying out site measurements and evaluations | | 1.1 Interpret and extract relevant information from: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Oral and Written Instructions • Manufacturers Information | | | | | |
| | | 1.2 Comply with information and/or instructions derived from Risk Assessments and Method Statements | | | | | |
| | | 1.3 Describe why the organisational procedures have been developed and how they are implemented | | | | | |
| | | 1.4 Describe different types of information their source and how they are interpreted in relation to: <ul style="list-style-type: none"> • Drawings • Specifications • Schedules • Risk Assessments • Method Statements • Manufacturers Information • Oral and Written procedures for dealing with damaged and incorrect materials and resources • Current legislation and regulations governing buildings and official guidance | | | | | |
| | | 1.5 Describe the importance of reporting and rectifying inappropriate information | | | | | |

| | | | | |
|---|--|--|--|--|
| | 1.6 Describe the range of relevant digital service, tools and systems and how they are used | | | |
| 2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when carrying out site measurements and evaluations | 2.1 Describe the organisational procedures when dealing with potential accidents, health hazards, and the environmental impact whilst working: <ul style="list-style-type: none"> • In the workplace • Below ground level • In confined spaces • At height • On the highway • With tools and equipment • With materials and hazardous substances • When moving and storing materials by manual handling and mechanical lifting | | | |
| | 2.2 Describe the organisational security procedures for tools, equipment, and personal belongings, in relation to: <ul style="list-style-type: none"> • Operative • Site • Workplace • Vehicles • Company • Customer • The general public | | | |
| | 2.3 Explain the accident and near miss reporting procedures and who is responsible for making reports | | | |
| | 2.4 Describe the different types of fire extinguishers and how and when they are used in relation to: <ul style="list-style-type: none"> • Water • CO₂ • Foam • Powder. | | | |
| 3. Maintain safe and healthy work practices when carrying out site measurements and evaluations | 3.1 Outline information for current legislation and official guidance and how it is applied | | | |
| | 3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with current legislation and official guidance | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3.3 Demonstrate compliance with current legislation and official guidance to carry out the work and maintain safe systems of work relating to the following:</p> <ul style="list-style-type: none"> • Safe use of access equipment or systems • Safe use, storage, and handling of materials, tools, and equipment • Specific risks identified through a risk assessment or during work • Specific risks to health including mental health and wellbeing | | | |
| | <p>3.4 Describe the importance of mental health awareness and wellbeing</p> | | | |
| | <p>3.5 Explain why, when, and how health and safety control equipment, identified by the principles of prevention should be used, in relation to:</p> <ul style="list-style-type: none"> • Collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV). | | | |
| | <p>3.6 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions</p> | | | |
| | <p>3.7 Describe how to comply with environmentally responsible work practices to meet current legislation and official guidance</p> | | | |
| | <p>3.8 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills, in relation to:</p> <ul style="list-style-type: none"> • fires, spillages, injuries • emergencies relating to occupational activities • identification and reporting of asbestos containing materials | | | |
| | <p>3.9 Describe how to report risks and hazards identified by the following:</p> <ul style="list-style-type: none"> • Methods of work • Risk Assessment • Personal Assessment • Manufacturers Technical Information • Statutory Regulations • Official Guidance • Control of Substances Hazardous to Health (COSHH) | | | |

| | | | | |
|---|--|--|--|--|
| 4. Select the correct quantity and quality of resources for the methods of work to carry out site measurements and evaluations | 4.1 Select the resources associated with own work in relation to: <ul style="list-style-type: none"> • Materials • Measuring and recording tools, and equipment | | | |
| | 4.2 Describe why the limitations, sustainability, and defects associated with the resources are important and how defects should be rectified | | | |
| | 4.3 Describe how to confirm that the resources and materials conform with the specified task | | | |
| | 4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: <ul style="list-style-type: none"> • Measuring Tapes • Levels • Documentation • Materials • Components • Measuring and recording tools and equipment, including calibration equipment • Digital equipment • Temporary Traffic Management equipment | | | |
| | 4.5 Explain why the resources have been selected and how they are used | | | |
| | 4.6 Describe how to identify any potential hazards associated with the resources and methods of work, and how they are overcome | | | |
| | 4.7 Describe methods of calculating the quantity, length, and possible wastage associated with the method and procedure to carry out site measurements and evaluations | | | |
| 5. Minimise the risk of possible damage to the work, its surrounding area and environment when carrying out site measurements and evaluations | 5.1 Comply with organisational procedures to protect the work, its surrounding area and environment from possible damage by: <ul style="list-style-type: none"> • Maintaining a safe, clear, and tidy workspace • Disposing of waste in accordance with site procedures and current legislation | | | |
| | 5.2 Explain why it is important to maintain a safe, clear, and tidy workspace | | | |
| | 5.3 Describe how to protect work, its surrounding area and the environment from possible damage and the purpose of protection from general workplace activities, other trades, and adverse weather conditions | | | |
| | 5.4 Explain how to minimise damage to the existing building fabric | | | |

| | | | | |
|--|--|--|--|--|
| | <p>5.5 Explain why and how the safe disposal of waste must be carried out in accordance with the following:</p> <ul style="list-style-type: none"> • Environmental Responsibilities • Organisational Procedures • Manufacturers Information • Site Guidance | | | |
| 6. Complete the work within the allocated time when carrying out site measurements and evaluations | 6.1 Demonstrate completion of the work within the estimated and allocated time in accordance with organisational procedures, the programme of work and to meet the needs of others and the client | | | |
| | 6.2 Describe the types of progress charts, timetables, and estimated times and the organisational procedures for reporting circumstances which will affect the programme of work | | | |
| 7. Comply with the contract information to carry out site measurements and evaluations efficiently to the required specification | 7.1 Demonstrate the following work skills: <ul style="list-style-type: none"> • Measuring and marking out the area • Evaluating and reporting information • Communicating clearly (written and verbal) | | | |
| | 7.2 Use and maintain measuring tools and equipment | | | |
| | 7.3 Carry out site measurements and evaluations relating to construction and allied activities to working instructions for the following: <ul style="list-style-type: none"> • Measuring and checking dimensions • Confirming structural backgrounds as complete and acceptable for work requirements • Reporting results of findings to the appropriate person | | | |
| | 7.4 Describe how to meet the contract specification in relation to the following: <ul style="list-style-type: none"> • How to measure and check dimensions against datum points and specifications • Why it is important to confirm structural backgrounds as complete and acceptable to site specifications and drawings • Why it is important to re-check measurements and dimensions and confirm work requirements • Why it is important to report any findings to the appropriate person • The importance of constraints relating to carrying out site measurements and evaluations on historic and listed buildings • When to seek specialist advice • The limits of your own authority • How to work with, around, and in close proximity, to plant and machinery • How to work at height • How to use access equipment and systems • The importance of edge protection, leading edge procedures, safety nets and crash decks • When and how to use safety harnesses | | | |

| | | | | |
|--|--|--|--|--|
| | <ul style="list-style-type: none"> • How to use measuring and recording tools and equipment • Why it is important to check the calibration of measuring equipment • How and why operative care and maintenance of measuring and recording tools and equipment is carried out • How to use temporary traffic management equipment and systems | | | |
| | 7.5 Describe the importance of applying, fairness, inclusion, and respect (FIR) when dealing with others | | | |
| | 7.6 Describe the needs of other trades associated with carrying out site measurements and evaluations | | | |
| | 7.7 Explain the importance of teamwork and communication including organisational procedures with respect to site behaviours, and how to challenge inappropriate site behaviours | | | |

Assessor Comments/Feedback

| Developing and maintaining good occupational working relationships in the workplace | | | | | | | |
|--|---|------------------|------------|-------|---|--------------|---|
| GQA Ref | 210v3 | Regulatory Ref | T/651/0067 | Level | 3 | Credit Value | 4 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with being able to develop, maintain and encourage working relationships as well as offering guidance to others and resolve differences.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | Evidence Ref No. | | | | | |
| | | 1 | 2 | 3 | | | |
| 1. Develop, maintain and encourage working relationships to promote good will and trust | 1.1 Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved | | | | | | |
| | 1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others | | | | | | |
| | 1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people | | | | | | |
| | 1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others | | | | | | |
| 2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency | 2.1 Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> • Appropriate timescales • Health and safety requirements • Co-ordination of work procedures | | | | | | |
| | 2.2 Explain the different methods and techniques used to inform relevant people about work activities | | | | | | |
| | 2.3 Explain the effects of not informing relevant people with the expected level of urgency | | | | | | |

| | | | | |
|---|--|--|--|--|
| | <p>2.4 Explain the different types of work activity related information and to what level of detail the following people would expect to receive:</p> <ul style="list-style-type: none"> • Colleagues • Employers • Customers • Contractors • Suppliers of products and services • Other people affected by the work/project | | | |
| 3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments | 3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome | | | |
| | 3.2 Explain the techniques of encouraging questions and/or requests for clarification and comments | | | |
| | <p>3.3 Explain the different ways of offering advice and help to different people about work activities, in relation to:</p> <ul style="list-style-type: none"> • Progress • Results • Achievements • Occupational problems • Occupational opportunities • Health and safety requirements • Co-ordinated work | | | |
| 4. Clarify proposals with relevant people and discuss alternative suggestions | 4.1 Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved | | | |
| | 4.2 Explain the methods of clarifying alternative proposals with relevant people | | | |
| | 4.3 Explain the methods of suggesting alternative proposals | | | |
| 5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect | 5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work | | | |
| | 5.2 Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect | | | |

Assessor Comments/Feedback

| Developing and maintaining good occupational working relationships in the workplace | | | | | | | |
|--|---|----------------|------------|------------------|---|--------------|---|
| GQA Ref | 210v3 | Regulatory Ref | T/651/0067 | Level | 3 | Credit Value | 4 |
| <p>Aims</p> <p>The aim of this unit is to provide candidates with being able to develop, maintain and encourage working relationships as well as offering guidance to others and resolve differences.</p> | | | | | | | |
| <p>Assessment Guidance</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge.</p> <p>All criteria must be assessed, and evidence must be auditable.</p> <p>Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.</p> | | | | | | | |
| Learning outcome; The learner will: | Assessment criteria: The learner can: | | | Evidence Ref No. | | | |
| | | | | 1 | 2 | 3 | |
| 1. Develop, maintain and encourage working relationships to promote good will and trust | 1.1 Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved | | | | | | |
| | 1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others | | | | | | |
| | 1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people | | | | | | |
| | 1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others | | | | | | |
| 2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency | 2.1 Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> • Appropriate timescales • Health and safety requirements • Co-ordination of work procedures | | | | | | |
| | 2.2 Explain the different methods and techniques used to inform relevant people about work activities | | | | | | |
| | 2.3 Explain the effects of not informing relevant people with the expected level of urgency | | | | | | |

| | | | | |
|---|--|--|--|--|
| | <p>2.4 Explain the different types of work activity related information and to what level of detail the following people would expect to receive:</p> <ul style="list-style-type: none"> • Colleagues • Employers • Customers • Contractors • Suppliers of products and services • Other people affected by the work/project | | | |
| 3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments | 3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome | | | |
| | 3.2 Explain the techniques of encouraging questions and/or requests for clarification and comments | | | |
| | <p>3.3 Explain the different ways of offering advice and help to different people about work activities, in relation to:</p> <ul style="list-style-type: none"> • Progress • Results • Achievements • Occupational problems • Occupational opportunities • Health and safety requirements • Co-ordinated work | | | |
| 4. Clarify proposals with relevant people and discuss alternative suggestions | 4.1 Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved | | | |
| | 4.2 Explain the methods of clarifying alternative proposals with relevant people | | | |
| | 4.3 Explain the methods of suggesting alternative proposals | | | |
| 5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect | 5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work | | | |
| | 5.2 Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect | | | |

Assessor Comments/Feedback

Notes

Notes



GQA Qualifications, Unit 1, 12 O'Clock Court, Attercliffe Road, Sheffield, S4 7WW

Tel: 0114 272 0033/272 0088

Email: info@gqaqualifications.com Website: www.gqaqualifications.com