GQA LEVEL 3 NVQ DIPLOMA IN TROWEL OCCUPATIONS (CONSTRUCTION)

Qualification Number 610/0501/0

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PERSONAL COMPETENCE SUMMARY

Name			Company/Centre		
Job Title			GQA Registration Number		
	UNITS OF COMPETENCE			ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	**Mandatory Units**	**Level**	**Credit**		
A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
R/503/2924 211v2	Confirming the occupational method of work in the workplace	3	11		
Y/650/1392 210v3	Developing and maintaining good occupational working relationships in the workplace	3	8		
A/503/2772 209v2	Confirming work activities and resources for an occupational work area in the workplace	3	10		
D/650/0296 VR41v3	Setting out to form Masonry Structures in the workplace	2	23		
T/650/0293 VR42v3	Erecting Masonry Cladding in the workplace	2	24		
A/650/0295 VR40v3	Erecting Masonry Structures in the workplace	2	31		
T/650/1391 VR49v3	Erecting masonry to form architectural and decorative structures in the workplace	3	35		

Optional units-candidates must achieve a minimum of 1 unit from this group					
H/650/0298 VR44v3	Erect Thin Joint Masonry Structures in the Workplace	2	24		
Y/650/0294 VR50v3	Repairing and Maintaining Masonry Structures in the Workplace	3	25		
R/650/0292 VR639v3	Installing Drainage in the Workplace	2	19		
F/650/0297 VR810v1	Installing and forming specialist masonry elements in the workplace	3	21		

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

Observation in the workplace	☐	Assessment of knowledge	☐
Records of prior experience	☐	Witness statement(s)	☐
Testimonial(s)	☐	Photographic evidence	☐
Work records	☐	External testing	☐

Passport Style Candidate Photo (Mandatory)

COMPETENCE COMPLETION SIGNATURES

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

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This GQA Level 3 NVQ Diploma in Trowel Occupations (Construction) qualification has been developed for achievement in a real workplace environment which means the learner must be employed to undertake this qualification.
This qualification enables the learner, to recognise their skills, knowledge and understanding as well as demonstrating their competence in the workplace when carrying out the role of a bricklayer. It is not expected that candidates working in this industry all do the same activities, so the qualification is structured to ensure that there is a high degree of flexibility within the units available and will allow employees from companies of all sizes and specialisms equal opportunity to complete. To provide this opportunity in addition to the mandatory units, candidates will also be able to select optional units recognising specific skills.

This qualification is at Level 3, although some units may be at different levels and should be taken by those who are fully trained to deal with a range of tasks and situations.

What is required from candidates?

Although it is not expected that all workers will complete the same tasks, there are 8 mandatory units and a group of optional units.
Candidates must complete all 8 mandatory units and also a minimum of 1 unit from the group of optional units.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria, this qualification has a TQT of 1470 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 757.

Unit number	Title	Level	Credit
Qualification Mandatory Units			
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	2
R/503/2924	Confirming the Occupational Method of Work in the Workplace	3	11
Y/650/1392	Developing and Maintaining Good Occupational Working Relationships in the Workplace	3	8
A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	10
D/650/0296	Setting out to form Masonry Structures in the Workplace	2	23
T/650/0293	Erecting Masonry Cladding in the Workplace	2	24
A/650/0295	Erecting Masonry Structures in the Workplace	2	31
T/650/1391	Erecting Masonry to form Architectural and Decorative Structures in the Workplace	3	35
Optional units-candidates must achieve a minimum of 1 unit from this group			
H/650/0298	Erect Thin Joint Masonry Structures in the Workplace	2	24
Y/650/0294	Repairing and Maintaining Masonry Structures in the Workplace	3	25
R/650/0292	Installing Drainage in the Workplace	2	19
F/650/0297	Installing and Forming Specialist Masonry Elements in the Workplace	3	21

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

Assessment guidance:

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

Types of evidence:

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

Quantity of evidence:

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

Potential sources of evidence:

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

- Accident book/reporting system
- Work diaries
- Correspondence with customers
- Training records
- Telephone log
- Photo/video evidence
- Job specifications and documentation
- Work schedules and records
- Witness testimonies
- Safety records
- Timesheets
- Notes and memos
- Audio evidence
- Materials
- Completed products/installations

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

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

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

1. Equality of Opportunity

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

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

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

2.2 Assessors and Verifiers

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

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

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

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

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored

through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.
GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

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

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

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.
The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must: • prove they can consistently meet all the qualification and / or unit of credit criteria

- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

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

4. Evidence

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

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

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

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

Performance evidence

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

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?
Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.
Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

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

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.
It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

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

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

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

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

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

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

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

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

Candidate signature.....

Date.....

Production/Process Activity Guideline

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

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

A/503/1170 641	Conforming to General Health, Safet and Welfare in the Workplace	Level 1	2 Credits

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. 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. Knowledge of protective and Health and Safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required. This knowledge must cover the safety of the general 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.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.			
	1.2 Use Health and safety equipment safely to carry out the activity in accordance with legislation and organisational requirements.			
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.			
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.			
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.			
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.			
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.			
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.			
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.			
	2.3 List the current Health and Safety Executive top ten safety risks.			
	2.4 List the current Health and Safety Executive top five health risks.			

A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace (Continued)	Level 1	2 Credits	
	2.5 State how changing circumstances within the workplace could cause hazards.			
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace.			
3 Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.			
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.			
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.			
	3.4 Safely store health and safety control equipment in accordance with given instructions.			
	3.5 Dispose of waste and/or consumable items in accordance with legislation.			
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.			
	3.7 State the appropriate types of fire extinguishers relevant to the work.			
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.			
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.			
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:– recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.			
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.			
5 Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: – during the working day – on completion of the day's work – for unauthorised personnel (other operatives and the general public) – for theft.			

A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace (Continued)	Level 1	2 Credits
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.		

Assessor comments/Feedback

R/503/2924 211v2	Confirming the Occupational Method of Work in the Workplace	Level 3	11 Credits
The aim of this unit is to provide the learner with the knowledge and skills to interpret information from project data to evaluate and confirm work methods that will meet the project requirements, be cost effective and comply with the statutory and contractual requirements and taking into account environmental issues. Candidates must be able to communicate recommended methods to all relevant persons.			

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Assess available project data accurately to determine the occupational method of work.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.			
	1.2 Explain how to summarise the following project data: – Required quantities – Specifications – Detailed drawings – Health and Safety requirements – Timescales – Scope of works			
	1.3 Explain the different methods of assessing available project data.			
	1.4 Explain how to use project data to interpret the work method, in relation to: – Standard work procedures – Sequence of work – Organisation of resources (people, equipment, materials) – Work techniques – Working conditions (health, safety and welfare) – Risk assessment			
2. Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.			
	2.2 Explain different methods of techniques of obtaining additional information from the following alternative sources when available project data is insufficient: – Customers and representatives – Suppliers – Regulatory authorities – Manufacturer's literature			
3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1 Examine potential work methods to carry out the occupational work activity.			
	3.2 Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.			

R/503/2924 211v2	Confirming the Occupational Method of Work in the Workplace (Continued)		Level 3	11 Credits	
	3.3 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: – Health and safety welfare (principles of protection) – Fire protection – Access and egress – Equipment availability – Availability of competent workforce – Pollution risk – Waste and disposal – Zero and low carbon outcomes – Weather conditions				
	3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: – Conforming to statutory requirements – Customer and user needs – Contract requirements in terms of time, quantity and quality – Environmental considerations				
	3.5 Explain how different methods of work can achieve zero/low carbon outcomes				
4. Confirm and communicate the selected work method to relevant personnel	4.1 Confirm the selected occupational work method that meets project, statutory and contractual requirements.				
	4.2 Communicate appropriately to relevant people on the selected occupational work method.				
	4.3 Describe the different techniques and methods of confirming and communicating work methods to relevant people.				
	4.4 Explain the principles of equality and diversity and how to apply them when working and communication with others/.				
Assessor Comments/Feedback					

Y/650/1392 210v3	Developing and Maintaining good Occupational Working Relationships in the Workplace	Level 3	8 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.			

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
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 Communication on the following work activity information to relevant people following organisation procedures: – 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.			
	2.4 Explain the different type of work activity related information and to what level of detail the following people would expect to receive: – 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.			

Y/650/1392 210v3	Developing and Maintaining good Occupational Working Relationships in the Workplace (Continued)	Level 3	8 Credits

	3.3 Explain the different ways of offering advice and help to different people about work activities in relation to: – 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

A/503/2772 209v2	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	Level 3	10 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to understand and plan work activities to complete the work programme, including how to identify and obtain the necessary resources. Candidates must also understand the factors that can effect progress and the sequence of work carried out, understand the impact of changes to work schedules and why and how to inform relevant people of required changes. Candidates must also have an understanding of how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Identify work activities, assess required resources and plan the required sequence of work.	1.1 Identify work activities, assess required resources and plan the required sequence of work			
	1.2 Identify work activities and formulate a plan for their own sequence of work.			
	1.3 Explain the types of work relative to the occupational area and how to identify different work activities.			
	1.4 Explain methods of assessing the resources needed from a range of available information.			
	1.5 Explain the required information and the different methods used to prepare a work programme relative to the occupational area.			
2. Obtain clarification and advice where the resources required are not available.	2.1 Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.			
	2.2 Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.			
3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1 Assess progress of work against projects requirements, taking into account external factors relating to:- – Other occupations and/or customers – Resources – Weather conditions – Health and safety requirements			
	3.2 Explain different methods of evaluation work activities against the following project requirements: – Contract conditions – Contract programme – Health and safety requirements of operatives			
	3.3 Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: – Other related programmes – Special working conditions – Weather conditions – Other occupations/people – Resources – Health and safety requirements			

A/503/2772 209v2	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace (Continued)	Level 3	10 Credits

4. Identify work activities which influence each other and make the best use of the resources available.	4.1 Determine work activities that have an influence on each other.			
	4.2 Evaluate which work activities make the best use of the available resources in relation to: – Occupations and/or customers associated with the work – Tools, plant and/or ancillary equipment – Materials and components			
	4.3 Explain different methods and sources that can identify which work activities influence each other.			
	4.4 Describe how to determine the sequence of work activities and how long each work activity will take.			
	4.5 Describe what zero and low carbon requirements are.			
	4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.			
5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1 Evaluate project progress against the work programme to identify any changed circumstances.			
	5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme.			
	5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, , method statements, durations, schedules and/or occupation specific requirements.			
	5.4 Explain how to access contractual/work effects resulting from alterations to the work programme.			
	5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.			

Assessor Comments/Feedback

D/650/0296 VR41 V3	Setting out to form Masonry Structures in the Workplace	Level 2	23 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence in setting out to form masonry structures. More specifically candidates must be able to determine dimensions and positions using line, level, depth, area, height and angle to given working instructions to establish at least four of the following lines:

- straight (180 degrees)
- right angles (90 degrees)
- obtuse angles (between 90 and 180 degrees including batters)
- acute angles (between 0 and 90 degrees)
- curves on plan
- curves in elevation
- openings.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when setting out to form masonry structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: –drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with setting out to form masonry structures.			
2 Know how to comply with relevant legislation and official guidance when setting out to form masonry structures	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when setting out to form masonry structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when setting out to form masonry structures.			
	3.2 Demonstrate compliance with given information and relevant legislation when setting out to form masonry structures in relation to of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

D/650/0296 VR41 V3	Setting out to form Masonry Structures in the Workplace (Continued)	Level 2	23 Credits

	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to setting out to form masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities			
4 Select the required quantity and quality of resources for the methods of work to set out to form masonry structures	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment..			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – levels, lines, trammels, templates, profiles, tape measures, pegs, squares and fixings – hand and power tools, and setting out equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate distances, quantity, length, levels and diagonals, area and wastage of materials associated with the method and procedure to set out to form masonry structures			
5 Minimise the risk of damage to the work and surrounding area when setting out to form masonry structures	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			

D/650/0296 VR41 V3	Setting out to form Masonry Structures in the Workplace (Continued)	Level 2	23 Credits

6 Complete the work within the allocated time when setting out to form masonry structures	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme			
7 Comply with the given contract information to set out to form masonry structures to the required specification.	7.1 Demonstrate the following work skills when setting out to form masonry structures: – measuring, marking out, levelling, plumb, positioning, transferring, transposing, fixing and securing.			
	7.2 Use and maintain hand and power tools and setting out equipment.			
	7.3 Determine dimensions and positions using line, level, depth, area, height and angle to given working instructions to establish at least four of the following lines: – straight (180 degrees) – right angles (90 degrees) – obtuse angles (between 90 and 180 degrees including batters) – acute angles (between 0 and 90 degrees) – curves on plan – curves in elevation – openings.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – measure and set out to form masonry structures on level and sloping ground – identify and mark datum points – make trammels, templates and profiles – mark straight lines, right angles, obtuse angles, acute angles, curves on plan, curves in elevation and openings – set out using trammels, templates and profiles – plumb from ranging lines – transfer lines and levels (spirit level, straight-edge and laser level) – determine convex and concave curves using pegs and line –recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and setting out equipment – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when setting out to form masonry structures.			

D/650/0296 VR41 V3	Setting out to form Masonry Structures in the Workplace (Continued)	Level 2	23 Credits

	7.6 Describe how to maintain the tools and equipment used when setting out to form masonry structures.			

Assessor Comments/Feedback

T/650/0293 VR42 V3	Erecting Masonry Cladding in the Workspace	Level 2	24 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to erect brick and block and/or local material cladding to given working instructions, including the formation of openings and joint finishes, for at least one of the following structures:

- pre-erected timber frame
- pre-erected concrete
- pre-erected steel
- existing masonry structure

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when erecting masonry cladding	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting masonry cladding.			
2 Know how to comply with relevant legislation and official guidance when erecting masonry cladding.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when erecting masonry cladding.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry cladding.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry cladding in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

T/650/0293 VR42 V3	Erecting Masonry Cladding in the Workplace (Continued)	Level 2	24 Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry cladding, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to erect masonry cladding.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – bricks, blocks, mortars, frames, insulation, damp-proof barriers, brick slips, cloak systems, cavity closers, fire breaks, lintels, fixings and ties – hand and power tools, and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry cladding.			
5 Minimise the risk of damage to the work and surrounding area when erecting masonry cladding.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation.			

T/650/0293 VR42 V3	Erecting Masonry Cladding in the Workplace (Continued)	Level 2	24 Credits	
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when erecting masonry cladding.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to erect masonry cladding to the required specification.	7.1 Demonstrate the following work skills when erecting masonry cladding: – measuring, marking-out, laying, positioning, levelling, plumb, fitting, fixing and securing.			
	7.2 Use and maintain hand and power tools and equipment.			
	7.3 Erect brick and block and/or local material cladding to given working instructions, including the formation of openings and joint finishes, for at least one of the following structures: – pre-erected timber frame – pre-erected concrete – pre-erected steel – existing masonry structure			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – erect brick, block and thin joint block cladding to pre-erected timber frame, concrete, steel and existing structures – clad structures using local materials – install brick slips – position and secure wall ties including spacing, particularly around openings and movement joints – form and maintain the integrity of cavities – install and maintain the integrity of fire barriers and breaks – form joint finishes form openings – position, level, plumb, fix and integrate brick soffit systems – install masonry support angles – prop and support structures – remove temporary structures – position, fix and bed damp-proof barriers, cloak systems and cavity trays – form and install weep holes and vents – position, bond and tape insulation materials – install wind posts – mix mortar			

T/650/0293 VR42 V3	Erecting Masonry Cladding in the Workplace (Continued)	Level 2	24 Credits

	7.4 Continued – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry cladding.			
	7.6 Describe how to maintain the tools and equipment used when erecting masonry cladding.			

Assessor Comments/Feedback

A/650/0295 VR40 V3	Erecting Masonry Structures in the Workplace	Level 2	31 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to erect masonry in brick and block and/or local materials to given working instructions for the following:

- cavity wall structures
- blockwork structures
- solid wall structures
- form openings
- joint finishes
- cills, capping and copings

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when erecting masonry structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with erecting masonry structures.			
2 Know how to comply with relevant legislation and official guidance when erecting masonry structures.	2.1 Describe their responsibilities potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when erecting masonry structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry structures.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry structures in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

A/650/0295 VR40 V3	Erecting Masonry Structures in the Workplace (Continued)	Level 2	31 Credits

	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to erect masonry structures.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – bricks, blocks, mortars, frames, insulation, damp-proof barriers, cloak systems, cills, copings and cappings, lintels, fixings, ties – hand and power tools, and equipment			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry structures.			
5 Minimise the risk of damage to the work and surrounding area when erecting masonry structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation			

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when erecting masonry structures.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: –types of productivity targets and time scales –how times are estimated – organisational procedures for reporting circumstances which will affect the work programme			
7 Comply with the given contract information to erect masonry structures to the required specification.	7.1 Demonstrate the following work skills when erecting masonry structures: –measuring, marking-out, laying, positioning, plumb, levelling and securing.			
	7.2 Use and maintain hand and power tools, and equipment.			
	7.3 erect masonry in brick and block and/or local materials to given working instructions for the following: – cavity wall structures – blockwork structures – solid wall structures – form openings – joint finishes – cills, capping and copings.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – erect cavity walling and solid walling using brick and block and local material – erect walling of local style – lay blocks (traditional and thin joint) – determine brick and block bonds – form and maintain the integrity of cavities – install lintels – install movement joints – install wind posts – cut bricks, blocks and local materials – form joint finishes, including mechanical pointing systems – form openings for doors and windows – position, level, plumb, fix and integrate brick soffit systems – position and fix cills, copings and capping's – install masonry support angles – prop and support structures – complete and remove temporary works			

	7.4 Continued – position, bond and tape insulation materials – position, fix and bed damp-proof barriers, cloak systems and cavity trays – form and install weep holes and vents – install and maintain the integrity of fire barriers and breaks – position and secure wall ties including spacing, particularly around openings and movement joints – mix mortar – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry structures.			
	7.6 Describe how to maintain the tools and equipment used when erecting masonry structures.			
Assessor Comments/Feedback				

T/650/1391 VR49 V3	Erecting Masonry to form Architectural and Decorative Structures in the Workplace	Level 3	35 Credits

The aim of this unit is to erect masonry in brick and block and/or local materials to given working instructions, to form architectural and decorative features including forming joint finishes, for at least three of the following:

- arch (rough ringed, axed, gauged)
- chimney stack
- fireplace
- wall with flush, projecting or decorative features
- wall curved on plan
- wall curved in elevation
- wall splayed on plan

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when erecting masonry to form architectural and decorative structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with the erection of masonry to form architectural and decorative structures.			
2. Know how to comply with relevant legislation and official guidance when erecting masonry to form architectural and decorative structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			

T/650/1391 VR49 V3	Erecting Masonry to form Architectural and Decorative Structures in the Workplace (Continued)	Level 3	35 Credits

3. Maintain safe and healthy working practices when erecting masonry to form architectural and decorative structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry to form architectural and decorative structures.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry to form architectural and decorative structures in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry to form architectural and decorative structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4. Select the required quantity and quality of resources for the methods of work to erect masonry to form architectural and decorative structures.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – bricks, blocks, mortars, frames, insulation, damp-proof barriers, cloak systems, lintels and ties – components and fixings – hand and power tools, and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			

T/650/1391 VR49 V3	Erecting Masonry to form Architectural and Decorative Structures in the Workplace (Continued)	Level 3	35 Credits

	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry to form architectural and decorative structures.			
5. Minimise the risk of damage to the work and surrounding area when erecting masonry to form architectural and decorative structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when erecting masonry to form architectural and decorative structures.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7. Comply with the given contract information to erect masonry to form architectural and decorative structures to the required specification.	7.1 Demonstrate the following work skills when erecting masonry to form architectural and decorative structures: – measuring, checking, marking-out, laying, positioning and securing.			
	7.2 Use and maintain hand and power tools, and equipment.			

	7.3 Erect masonry in brick and block and/or local materials to given working instructions, to form architectural and decorative features including forming joint finishes, for at least three of the following: – arch (rough ringed, axed, gauged) – chimney stack – fireplace – wall with flush, projecting or decorative features – wall curved on plan – wall curved in elevation – wall splayed on plan.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – erect cavity walling and solid walling using brick, blocks and thin joint blocks – erect walls in local styles using local materials – work overhand – position, install and secure fixings and cramps – position and secure wall ties including spacing particularly around openings and movement joints – form and maintain the integrity of cavities – install masonry support angles – form and install weep holes and vents – form arches (rough ringed, axed, gauged) – form chimney stacks – form fireplaces – form walls flush, projecting and with decorative features – form walls curved on plan and check with trammel, templates and bay moulds – form walls splayed on plan and check with templates and bay moulds – form walls curved and ramped in elevation and set out and check with trammels and profiles – prop and support structures – install movement joints – install wind posts – cut bricks, blocks and local materials – complete and remove temporary works – form joint finishes – select and install vertical and horizontal reinforcement – position, fix and bed damp-proof barriers, cloak systems and cavity trays – position, bond and tape insulation materials – install and maintain the integrity of fire barriers and breaks – mix mortar – provide information for Building Information Modelling (BIM) – recognise and determine when specialist skills and knowledge are required and report accordingly			

	7.4 Continued – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry to form architectural and decorative structures.			
	7.6 Describe how to maintain the tools and equipment used when erecting masonry to form architectural and decorative structures.			
Assessor Comments/Feedback				

H/650/0298 VR44 V3	Erect Thin Masonry Structures in the Workplace	Level 2	24 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to erect thin joint masonry structures to given working instructions for at least three of the following: – cavity wall structures – solid wall structures – form openings – mix jointing compounds

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when erecting thin joint masonry structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting thin joint masonry structures.			
2 Know how to comply with relevant legislation and official guidance when erecting thin joint masonry structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: –in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when erecting thin joint masonry structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting thin joint masonry structures.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting thin joint masonry structures in relation to the following: –safe use of access equipment –safe use, storage and handling of materials, tools and equipment –specific risks to health.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting thin joint masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: –collective protective measures –personal protective equipment (PPE) –respiratory protective equipment (RPE) –local exhaust ventilation (LEV).			

H/650/0298 VR44 V3	Erect Thin Masonry Structures in the Workplace (Continued)	Level 2	24 Credits	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to erect thin joint masonry structures.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – – blocks, jointing compounds, frames, insulation, damp-proof barriers, cloak systems, lintels, fixings, ties – hand and power tools and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect thin joint masonry structures			
5 Minimise the risk of damage to the work and surrounding area when erecting thin joint masonry structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			

H/650/0298 VR44 V3	Erect Thin Masonry Structures in the Workplace (Continued)	Level 2	24 Credits	
6 Complete the work within the allocated time when erecting thin joint masonry structures.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to erect thin joint masonry structures to the required specification.	7.1 Demonstrate the following work skills when erecting thin joint masonry structures: – measuring, marking out, cutting, preparing, laying, positioning and securing.			
	7.2 Use and maintain hand and power tools, and equipment.			
	7.3 Erecting thin joint masonry structures to given working instructions for at least three of the following: – cavity wall structures – solid wall structures – form openings – mix jointing compounds.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – erect cavity walling and solid walling using thin joint blocks – determine thin joint block bonds – level bed (course one) – check plumb – form and maintain the integrity of cavities – form openings for doors and windows – position, level, plumb, fix and integrate, brick soffit systems – install masonry support angles – position, fix and bed, damp-proof barriers, cloak systems and cavity trays – position and secure wall ties including spacing, particularly around openings – form and install movement joints – install and maintain the integrity of fire barriers and breaks – form and install weep holes and vents – position, bond and tape insulation materials – install wind posts – mix jointing compound – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting thin joint masonry structures.			

H/650/0298 VR44 V3	Erect Thin Masonry Structures in the Workplace (Continued)	Level 2	24 Credits

.	7.6 Describe how to maintain the tools and equipment used when erecting thin joint masonry structures.			

Assessor Comments/Feedback

Y/650/0294 VR50 V3	Repairing and Maintaining Masonry Structures in the Workplace	Level 3	25 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to prepare, repair and maintain existing brick and/or block masonry and/or local material structures to given working instructions for at least three of the following:

- match existing materials
- continue existing bonding
- match existing quality of structure
- form openings
- prop existing walls and floors
- form internal and external angles

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when repairing and maintaining masonry structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with the repair and maintenance of masonry structures.			
2 Know how to comply with relevant legislation and official guidance when repairing and maintaining masonry structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when repairing and maintaining masonry structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing and maintaining masonry structures.			
	3.2 Demonstrate compliance with given information and relevant legislation when repairing and maintaining masonry structures in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

Y/650/0294 VR50 V3	Repairing and Maintaining Masonry Structures in the Workplace (Continued)	Level 3	25 Credits		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing and maintaining masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).				
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.				
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.				
4 Select the required quantity and quality of resources for the methods of work to repair and maintain masonry structures.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – bricks, blocks, natural stones, mortars, sand, lime, additives, frames, insulation, damp-proof barriers, cloak systems, lintels and ties – fittings and fixings – hand and power tools and equipment.				
	4.3 Describe how to confirm that the resources and materials conform to the specification.				
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.				
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.6 Describe any potential hazards associated with the resources and methods of work.				
	4.7 Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to repair and maintain masonry structures.				
5 Minimise the risk of damage to the work and surrounding area when repairing and maintaining masonry structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.				
	5.2 Maintain a clear and tidy work space.				
	5.3 Dispose of waste in accordance with current legislation.				

Y/650/0294 VR50 V3	Repairing and Maintaining Masonry Structures in the Workplace (Continued)	Level 3		25 Credits
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6 Complete the work within the allocated time when repairing and maintaining masonry structures.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to repair and maintain masonry structures to the required specification.	7.1 Demonstrate the following work skills when repairing and maintaining masonry structures: – measure, mark out, cut, remove, lay, position and secure.			
	7.2 Use and maintain hand and power tools, and equipment.			
	7.3 Prepare, repair and maintain existing brick and/or block masonry and/or local material structures to given working instructions for at least three of the following: – match existing materials – continue existing bonding – match existing quality of structure – form openings – prop existing walls and floors – form internal and external angles.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare, repair and maintain existing masonry structures in bricks, blocks and thin joint blocks or local materials and styles – identify materials and components and restore structures to original state – form joint finishes – form openings – prop existing walls and floors – form and maintain the integrity of cavities – position, fix and bed damp-proof barriers cloak systems and cavity trays – form and install weep holes and vents – form internal and external angles – position, bond and tape insulation materials – install and maintain the integrity of fire barriers and breaks – dress surfaces – form finishes – mix mortars			

Y/650/0294 VR50 V3	Repairing and Maintaining Masonry Structures in the Workplace (Continued)	Level 3		25 Credits
	7.4 Continued – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when repairing and maintaining masonry structures.			
	7.6 Describe how to maintain the tools and equipment used when repairing and maintaining masonry structures.			
Assessor Comments/Feedback				

R/650/0292 VR639 V3	Installing Drainage in the Workplace	Level 2	19 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to lay bedding materials, install and test pipework(clay, concrete, metal or plastic) for new and/or replacement, foul and/or surface water drainage for at least one of the following to given working instructions:

- inspection chambers (brick, concrete, metal or plastic)
- surface water systems (cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-aways, sustainable urban drainage systems)
- foul water systems (. cess pools, septic tanks, reed beds, treatment plants)
- surround pipe with specified materials
- place backfill to trench using given work instructions for both compacted and free drainage material

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when installing drainage.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, verbal, written and graphical instructions, permits, current regulations and official guidance governing the installation and construction of drainage systems.			
2 Know how to comply with relevant legislation and official guidance when installing drainage	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports			
3 Maintain safe and healthy working practices when installing drainage.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing drainage.			
	3.2 Demonstrate compliance with given information and relevant legislation when installing drainage in relation to at least two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

R/650/0292 VR639 V3	Installing Drainage in the Workplace (Continued)	Level 2	19 Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing drainage, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to install drainage.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – pipes, fittings and ancillary components – pre-cast (metal, concrete, clay or plastic) components – bricks, blocks and sandbags – granular materials, aggregates, cement, concrete, mortars and sand – sealant materials (adhesives, compounds, solvents) – hand tools, power tools and ancillary equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, volume, area and wastage associated with the method and procedure to install drainage.			
5 Minimise the risk of damage to the work and surrounding area when installing drainage.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			

R/650/0292 VR639 V3	Installing Drainage in the Workplace (Continued)	Level 2	19 Credits	
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing drainage.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables, productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install drainage to the required specification	7.1 Demonstrate the following work skills when installing drainage: – checking, measuring, marking out, cutting, laying, positioning, fitting, joining, levelling, plumbing, aligning, securing and testing.			
	7.2 Use and maintain hand tools, power tools and ancillary equipment			
	7.3 Lay bedding materials, install and test pipework(clay, concrete, metal or plastic) for new and/or replacement, foul and/ or surface water drainage for at least one of the following to given working instructions: – inspection chambers (brick, concrete, metal or plastic) – surface water systems (cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems) – foul water systems (. cess pools, septic tanks, reed beds, treatment plants) – surround pipe with specified materials – place backfill to trench using given work instructions for both compacted and free drainage material			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – excavate trenches and provide trench support – confirm ground conditions, site and excavations are suitable for the drainage installation work – recognise the dangers of loads and structures at the edge of excavations – deal with groundwater – work around other utility services – install geotextile materials			

R/650/0292 VR639 V3	Installing Drainage in the Workplace (Continued)	Level 2	19 Credits	
	7.4 Continued – prepare different types of bedding for pipework e.g. sand, shingle, cementitious – determine levels and gradients – identify the differences between surface and foul water drainage – measure, mark and cut drainage materials – lay, position, level, plumb, align, fit, join, fix and secure new and replacement drainage systems – lift and transport assembled drainage systems – construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems) – assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work) – connect and seal new systems to existing systems – prepare for conducting smoke, water, ball, air and mandrel tests on drainage systems – work, around and in close proximity to with plant and machinery including lifting equipment – store and dispose of removed drainage components – follow specified hygiene procedures particularly when dealing with foul water draining systems – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, power tools and equipment – work at height and below ground level – use access equipment.			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when installing drainage.			
	7.6 Describe how to maintain the tools and equipment used when installing drainage.			
Assessor Comments/Feedback				

F/650/0297 VR810 V1	Installing and Forming Specialist Masonry Elements in the Workplace	Level 3	21 Credits

The aim of this unit is to ensure the candidate has the skills and knowledge to demonstrate competence to install and/or form fire barriers and/or breaks and support angles plus at least two of the following specialist masonry support elements to given working instructions:

- brick soffit systems
- channel systems
- wind posts
- vapour and/or moisture barriers
- wall starter kits.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1 Interpret the given information relating to the work and resources when installing and forming specialist masonry elements.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with installing and forming specialist masonry support elements			
2 Know how to comply with relevant legislation and official guidance when installing and forming specialist masonry elements.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe and healthy working practices when installing and forming specialist masonry elements.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing and forming specialist masonry elements.			
	3.2 Demonstrate compliance with given information and relevant legislation when installing and forming specialist masonry elements in relation to the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.			

F/650/0297 VR810 V1	Installing and Forming Specialist Masonry Elements in the Workplace (Continued)	Level 3	21 Credits		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to install and form specialist masonry elements, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).				
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.				
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.				
4 Select the required quantity and quality of resources for the methods of work to install and form specialist masonry elements.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – specialist masonry support elements – fittings and fixings – hand and power tools, and equipment.				
	4.3 Describe how to confirm that the resources and materials conform to the specification.				
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.				
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.6 Describe any potential hazards associated with the resources and methods of work.				
	4.7 Describe how to calculate quantity, volume, length, width, area and wastage of materials associated with the method and procedure to install and form specialist masonry elements.				
5 Minimise the risk of damage to the work and surrounding area when installing and forming specialist masonry elements.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.				
	5.2 Maintain a clear and tidy work space.				
	5.3 Dispose of waste in accordance with current legislation.				

F/650/0297 VR810 V1	Installing and Forming Specialist Masonry Elements in the Workplace (Continued)	Level 3		21 Credits
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing and forming specialist masonry elements.	6.1 Demonstrate completion of the work within the estimated allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install and form specialist masonry elements to the required specification.	7.1 Demonstrate the following work skills when : – positioning, levelling, plumb, adjusting and fixing.			
	7.2 Use and maintain hand and power tools and equipment.			
	7.3 Install and/or form fire barriers and/or breaks and support angles plus at least two of the following specialist masonry support elements to given working instructions: – brick soffit systems – channel systems – wind posts – vapour and/or moisture barriers – wall starter kits			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – identify the types, uses and characteristics of specialist masonry support elements; brick soffit systems, support angles, fire barriers and breaks, wind posts and wall starter kits – position, level, plumb, fix and integrate brick soffit systems – install and adjust masonry support angles – install and maintain the integrity of fire barriers and breaks – form and maintain the integrity of cavities – position and secure wall ties including spacing, particularly around openings – position and fix damp-proof barriers, cloak systems and cavity trays – form and install weep holes and vents – position bond and tape insulation materials – install wind posts – use wall starter kits – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements			

F/650/0297 VR810 V1	Installing and Forming Specialist Masonry Elements in the Workplace (Continued)	Level 3	21 Credits

	7.4 Continued – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when installing and forming specialist masonry elements.			
	7.6 Describe how to maintain the tools and equipment used when installing and forming specialist masonry elements			

Assessor Comments/Feedback

Notes

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