GQA LEVEL 2 NVQ DIPLOMA IN CONSTRUCTION OPERATIONS AND CIVIL ENGINEERING CONSTRUCTION OPERATIONS

Qualification Number 600/6515/1

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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		
J/503/1169 642	Conforming to Productive Working Practices in the Workplace	2	3		
Pathway Optional units					

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 qualification is at Level 2, although some units may be at different levels and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job. The qualification has been developed in a way to allow employees from companies of all sizes and specialisms equal opportunity to complete. This qualification is specifically aimed at those carrying out general construction operations work; there is a Level 2 qualification for those involved in maintenance along with a suite of specific qualifications in a wide range of construction occupations available through GQA.

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has a group of 2 mandatory units, which have a total of 5 credits and a number of groups of optional units. The qualification consists of 2 mandatory units in Group A and 2 optional units in Group B. Candidates must achieve the required credits within Group A and Group B and additionally the required credits from one of the 8 pathways. Pathways 1-6 consist of mandatory units only; candidates must achieve all credits from their chosen pathway. Pathway 7 has one mandatory unit in Group I1 and 2 optional pathway units in Group I2; candidates choosing this pathway must complete the pathway mandatory unit and achieve a minimum of 19 credits from Group I2. This qualification has a minimum credit value of 37 credits. Pathway 8 has 2 pathways mandatory units in Group J1 and 2 optional pathway units in Group J2; candidates on this pathway must complete both units in Group J1 and achieve a minimum of 12 credits from Group J2. The minimum credit value of this qualification is 37 credits. The units are made up of the things those working in these job roles need to know and the tasks they need to be able to do to carry out the work safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

Unit Ref	Title	Level	Credit
Mandatory Units (Mandatory - Credits: 5 Minimum, 5 Maximum)			
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	2
641			
J/503/1169	Conforming to Productive Working Practices in the Workplace	2	3
642			
Group B Optional Units (Optional - Credits: 10 Minimum, 10 Maximum)			
T/503/9560	Establishing Work Area Protection and Safety in the Workplace	2	10
360v2			
K/503/9622	Segregating the Area for Highways Works in the Workplace	2	12
365v2			
Pathway C (Modular Pavement Construction) Mandatory Units (Pathway - Optional - Credits: 22 Minimum, 22 Maximum)			
J/503/9627	Laying Modular Pavement in the Workplace	2	14
367v2			
L/600/8101	Setting Out Secondary Dimensional Work Control in the Workplace	2	8
401			
Pathway D (Laying Kerbs and Channels) Mandatory Units (Pathway - Optional - Credits: 22 Minimum, 22 Maximum)			
D/503/9634	Laying Kerbs and Channels in the Workplace	2	14
368v2			
L/600/8101	Setting Out Secondary Dimensional Work Control in the Workplace	2	8
401			
Pathway E (General Building Operations) Mandatory Units (Pathway - Optional - Credits: 36 Minimum, 36 Maximum)			
J/503/9627	Laying Modular Pavement in the Workplace	2	14
367v2			
D/503/9634	Laying Kerbs and Channels in the Workplace	2	14
368v2			

L/600/8101 401	Setting Out Secondary Dimensional Work Control in the Workplace	2	8
Pathway F (Drainage Construction) Mandatory Units (Pathway - Optional - Credits: 27 Minimum, 27 Maximum)			
L/600/8101 401	Setting Out Secondary Dimensional Work Control in the Workplace	2	8
A/503/9544 639	Installing Drainage in the Workplace	2	19
Pathway G (Structural Concreting) Mandatory Units (Pathway - Optional - Credits: 35 Minimum, 35 Maximum)			
M/503/9637 371v2	Pouring Concrete to Form Structures in the Workplace	2	18
R/503/9663 640	Erecting and Striking Proprietary Formwork in the Workplace	2	17
Pathway H (Non-Structural Concreting) Mandatory Units (Pathway - Optional - Credits: 26 Minimum, 26 Maximum)			
H/503/9506 45v2	Placing and Finishing Non-specialist Concrete in the Workplace	2	21
F/503/1171 643	Moving, Handling and Storing Resources in the Workplace	2	5
Pathway I (General Construction) Group I1 Mandatory Units (Pathway - Optional - Credits: 5 Minimum, 5 Maximum)			
F/503/1171 643	Moving, Handling and Storing Resources in the Workplace	2	5
Pathway I2 (General Construction) Optional Units (Pathway - Optional - Credits: 19 Minimum, 19 Maximum)			
H/503/9506 45v2	Placing and Finishing Non-specialist Concrete in the Workplace	2	21
A/503/9544 639	Installing Drainage in the Workplace	2	19
Pathway J (Excavation and Reinstatement) Group J1 Mandatory Units (Pathway - Optional - Credits: 22 Minimum, 22 Maximum)			
A/503/9639 372v2	Locating and Protecting Utilities Apparatus and Sub-structures in the Workplace	2	12
Y/503/9650 373v2	Excavating Holes and Trenches - Manual Digging in the Workplace	2	10
Pathway J2 (Excavation and Reinstatement) Group J2 Optional Units (Pathway - Optional - Credits: 12 Minimum, 24 Maximum)			
A/600/8157 172	Reinstating Ground Condition in the Workplace	2	12
H/503/9442 374v2	Reinstating Excavation and Highway Surfaces in the Workplace	2	12

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

Assessment guidance:

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

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities

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

Quantity of evidence:

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

Potential sources of evidence:

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

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

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

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

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

1. Equality of Opportunity

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

2. Recognised/Approved Assessment Centres

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

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

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

2.2 Assessors and Verifiers

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

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

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the 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:
    - o Dealing with emergencies
    - o Dealing with accidents
    - o Certain pre-approved real time simulators
    - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

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

Knowledge evidence

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

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

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

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

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

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

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

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

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

Candidate signature.....

Date.....

Production/Process Activity Guideline

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

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

A/503/1170 641	Conforming to General Health, Safety 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 fi re 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 control equipment safely to carry out the activity in accordance with legislation and organisational requirements.			
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.			
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)			
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.			
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.			
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.			
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work			
2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.			
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities			
	2.3 List the current Health and Safety Executive top ten safety risks.			
	2.4 List the current Health and Safety Executive top fi ve health risks.			
	2.5 State how changing circumstances within the workplace could cause hazards.			
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace			

A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace (continued)	Level 1	2 Credits

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 fi re 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			
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.			

Assessor comments

J/503/1169 642	Conforming to Productive Working Practices in the Workplace	Level 2	3 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to communicate with colleagues, management and customers to plan, implement and record information in the construction working environment. This includes the use and completion of documentation in line with organisational guidelines, meeting deadlines and specifi cations while maintaining effective working relationships. Candidates will also have to understand the importance that working relationships have on productive working and how to ensure equality and diversity principles are applied when working and communicating with others. 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. Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.			
	1.2 Describe the different methods of communicating with line management, colleagues and customers.			
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.			
2. Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.			
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.			
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: • Using resources for own and other's work requirements • Allocating appropriate work to employees • Organising the work sequence • Reducing carbon emissions			
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.			
3. Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.			
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: • Job cards • Worksheets • Material/resource lists • Time sheets			
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales			
4. Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed specifi cation, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.			
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.			
	4.3 Describe how to maintain good working relationships, in relation to: • Individuals • Customer and operative • Operative and line management • Own and other occupations			

	4.4 Describe why it is important to work effectively with line management, colleagues and customers.			
	4.5 Describe how working relationships could have an effect on productive working.			
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others			

Assessor comments

T/503/9560 360v2	Establishing Work Area Protection and Safety in the Workplace	Level 2	10 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to establish work area protection and safety in the construction industry, more specifically in the installation, maintenance and removal of temporary protection and safety arrangements for the work area, relating to barriers/temporary structures and one of the following: protection and safety notices or safety lighting in accordance with organisation guidance, legislation and statutory requirements. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This unit includes identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length and area. To achieve this unit candidates must carry out measuring, setting out, positioning, assembling, constructing, securing and dismantling activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work, including the specific issues associated with working below ground level, in confined spaces and at heights. Also included is the need to understand the accident and emergency procedures. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Finally candidates must understand the types of problems that can occur when carrying out this type of work and how to overcome them.

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 establishing work area protection and safety.	1.1 Interpret and extract relevant information from drawings, plans, risk assessments, method statements, specifications, schedules, site inspections and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, plans, risk assessments, method statements, specifications, schedules, site inspection reports, manufacturers' information, regulations and official guidance associated with protecting work areas			
2. Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when establishing work area protection and safety.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when establishing work area protection and safety.			
	3.2 Comply with information relating to specific risks to health when establishing work area protection and safety			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to establishing work area protection and safety, 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			

T/503/9560 360v2	Establishing Work Area Protection and Safety in the Workplace (continued)	Level 2	10 Credits

	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 fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to establish work area protection and safety	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Safety and security barriers • Protection and safety notices • Temporary structures • Signs and lighting • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work			
	4.6 Describe how to calculate quantity, length and area associated with the method/procedure to establish work area protection and safety.			
5. Minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3. Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when establishing work area protection and safety.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to establish work area protection and safety to the required specification.	7.1 Demonstrate the following work skills when establishing work area protection and safety: • Measuring, setting out, positioning, assembling, constructing, securing and dismantling			

	7.2 Install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to barriers/temporary structures and one of the following: • Protection and safety notices • Safety lighting			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when establishing work area protection and safety			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Plan for the protection and the safety of the work and surrounding environment • Install, check and maintain the protection and safety equipment • Dismantle and remove protection and safety equipment • Install safety notices • Install lighting systems • Use hand tools, power tools and equipment • Work at height • Use access equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when establishing work area protection and safety.			
	7.7 Describe how to maintain the tools and equipment used when establishing work area protection and safety.			

Assessor comments

K/503/9622	Segregating the Area for Highways Works in the Workplace	Level 2	12 Credits
365v2			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to segregate areas for highways works in accordance with legislation, job specifications, and safe working practices all in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. Candidates will have to ensure work areas are segregated efficiently and safely including access and egress to site, work activity and storage of resources and the provision and use of signs, lighting and guarding, portable traffic signals for traffic management control. To achieve this unit candidates must carry out measuring, locating, setting out, positioning, assembling and removal activities in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with the work. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 segregating the area for highways works.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, site inspections 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, risk assessments, method statements, schedules, manufacturers' information, statutory regulations, current legislation, official guidance and codes of practice governing traffic management relating to the highways works			
2. Know how to comply with relevant legislation and official guidance when segregating the area for highways works	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when segregating the area for highways works.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when segregating the area for highways works.			
	3.2 Comply with information relating to specific risks to health when segregating the area for highways works.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to segregating the area for highways works, 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, traffic incidents and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to segregate the area for highways works.	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: • Signs, lights, guards and portable traffic lights • Pedestrian and vehicular traffic control systems • Tools and ancillary equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to segregate the area for highways works.			
5. Minimise the risk of damage to the work and surrounding area when segregating the area for highways works.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when segregating the area for highways works.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to segregating the area for highways works to the required specification.	7.1 Demonstrate the following work skills when segregating the area for highways works: • Measuring, locating, setting out, positioning, assembling and removing			
	7.2 Segregate the area for live highways works in compliance with recognised current legislation and offi cial guidance and given working instructions, relating to the following: • Access and egress to site • Work activity and storage of resources • Signs, lighting and guarding, portable traffic signals for traffic management control			

K/503/9622 365v2	Segregating the Area for Highways Works in the Workplace (continued)	Level 2	12 Credits

	7.3 Remove signs, lighting and guarding, portable traffic signals in compliance with recognised current legislation and official guidance.			
	7.4 Safely use materials, tools and ancillary equipment.			
	7.5 Safely store the materials, tools and equipment used when segregating the area for highways works.			
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Plan for site safety, storage of materials and traffic management control around the highways works • Set out signs, traffic lights, guarding for traffic management control • Check and maintain operation of traffic control equipment • Dismantle and remove signs, traffic lights, guarding • Use hand tools, power tools and equipment			
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when segregating the area for highways works.			
	7.8 Describe how to maintain the hand tools and/or portable power tools, ancillary equipment and traffic control equipment used when segregating the area for highways works.			

Assessor comments

J/503/9627	Laying Modular Pavement in the Workplace	Level 2	14 Credits
367v2			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to lay modular pavement either manually and/or by machine for any one of the following: block paving, brick paving, stone/concrete setts, natural stone rough cut (riven/cropped), natural stone uniformly cut (sawn in dimension) or flags in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length, area and wastage. To achieve this unit candidates must carry out measuring, marking out, cutting, laying, levelling, aligning, compacting and finishing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work, including the accident reporting procedures. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 laying modular pavement.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing the laying of modular pavement			
2. Know how to comply with relevant legislation and official guidance when laying modular pavement.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when laying modular pavement.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when laying modular pavement.			
	3.2 Comply with information relating to specific risks to health when laying modular pavement.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to laying modular pavement, 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 fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to lay modular pavement.	4.1 Select resources associated with own work in relation to materials and components, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Sand, graded granular material, lean mix concrete • Blocks, stone setts, bricks, flags, natural stone • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to lay modular pavement.			
5. Minimise the risk of damage to the work and surrounding area when laying modular pavement.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when laying modular pavement.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to lay modular pavement to the required specification.	7.1 Demonstrate the following work skills when laying modular pavement: • Measuring, marking out, cutting, laying, levelling, aligning, compacting and finishing			
	7.2 Lay modular pavement manually and/or by machine to given working instructions, for one of the following: • Block paving • Brick paving • Stone/concrete setts • Natural stone rough cut (riven/cropped) • Natural stone uniformly cut (sawn in dimension) • Flags			

	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when laying modular pavement.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the type of block, brick, sett, flag and natural stone modular pavement • Set out the area and prepare ground and foundation for modular pavement construction • Confirm substrate matches given specification • Mark and cut modular paving • Lay modular block, brick, sett, flag and natural stone pavements manually and/or by machine • Lay modular block, brick, sett, flag and natural stone pavement, domestic and/or commercial to the required design/pattern, levels and stability			
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Monitor work against specification(s) • Identify the differences between rigid (bound) and flexible (unbound) paving • Install kerbs, channels, edgings and drainage • Lift modular paving for removal maintenance and repair • Maintain and repair modular paving to match existing design functions • Use hand tools, power tools and equipment			
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when laying modular pavement.			
	7.8 Describe how to maintain the tools and equipment used when laying modular pavement.			

Assessor comments

L/600/8101 401	Setting Out Secondary Dimensional Work Control in the Workplace	Level 2	8 Credits

The aim of this unit is to provide the learner with the knowledge and skills to measure and mark out dimensional control requirements for construction work to comply with contractor's requirements covering at least 3 of the following: line, level, depth, area, height or angle. Candidates must be able to carry out transferring, transposing, levelling, measuring, marking, positioning, fixing and securing activities. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate height, depth, angle, length and area. To achieve this unit candidates must carry out measuring, marking out, cutting, fitting, finishing, removing, positioning and securing activities. All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work including work carried out below ground level and when working at heights. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Interpret the given information relating to setting out dimensional control of the work.	1.1 Interpret and extract information from drawings, method statements, specifications, schedules, manufacturers' information and reference point.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, method statements, manufacturers' information, reference points and regulations governing buildings and construction work			
2. Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 State what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe working practices when setting out dimensional control of the work.	3.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during setting out dimensional control of the work.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to setting out dimensional control of the work, and the types, purpose and limitations of each type.			
	3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fi res, spillages, injuries and other task-related hazards.			

L/600/8101 401	Setting Out Secondary Dimensional Work Control in the Workplace (continued)	Level 2	8 Credits

4. Select the required quantity and quality of resources to set out dimensional control of the work.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Measuring tools and equipment • Marking equipment • Level and alignment tools			
	4.2 Select resources associated with the work in relation to measuring tools and instruments, marking materials/ components and tools and equipment.			
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	4.4 Outline potential hazards associated with the resources and method of work.			
	4.5 Describe how to calculate quantity of resources associated with the work methods.			
5. Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.	5.1 Protect the work and its surrounding area from damage.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.4 Dispose of waste in accordance with legislation.			
	5.5 State why the disposal of waste should be carried out safely in relation to the work.			
6. Complete the work within the allocated time when setting out dimensional control of the work.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 State the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the lifting operation			
7. Comply with the given contract information to set out dimensional control of the work to the required specifi cation.	7.1 Demonstrate the following work skills when setting out dimensional control of the work: • Transferring, transposing, levelling, measuring, marking, positioning, fixing and securing			
	7.2 Setting out dimensional control for the work to contractor's working instructions for any three of the following: • Line • Level • Depth • Area • Height • Angle			
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: • Measure and set out secondary dimensional control for the work • Measure, align and level to dimensional control requirements • Transfer and set out line, angles and levels to dimensional control requirements • Use hand tools and measuring and marking equipment • Work at height • Use access equipment			

	7.4 Describe how to calculate height, depth, angle, length and area associated with the method/procedures to set out dimensional control of the work.			
	7.5 Safely use and store hand tools and ancillary equipment.			
	7.6 State the needs of other occupations and how to communicate within a team when setting out dimensional control of the work.			
	7.7 Describe how to maintain the tools and equipment used to set out dimensional control of the work.			

Assessor comments

D/503/9634 368v2	Laying Kerbs and Channels in the Workplace	Level 2	14 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to lay kerbs and channels in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length, area and wastage. To achieve this unit candidates must carry out measuring, marking out, cutting, positioning, levelling, aligning, compacting and finishing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work, including the accident reporting procedures. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 laying kerbs and channels.	1.1 Interpret and extract relevant information from drawings, risk assessment, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations for laying kerbs and channels			
2. Know how to comply with relevant legislation and official guidance when laying kerbs and channels.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. Explain what the accident reporting procedures are and who is responsible for making reports.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when laying kerbs and channels.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when laying kerbs and channels.			
	3.2 Comply with information relating to specific risks to health when laying kerbs and channels.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to laying kerbs and channels, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			

	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to lay kerbs and channels.	4.1 Select resources associated with own work in relation to materials and components, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Sand, cement, aggregates, additives • Kerbs and channels • Hand and/or powered tools and ancillary equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to lay kerbs and channels.			
5. Minimise the risk of damage to the work and surrounding area when laying kerbs and channels.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when laying kerbs and channels.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to lay kerbs and channels to the required specification.	7.1 Demonstrate the following work skills when laying kerbs and channels: • Measuring, marking out, cutting, positioning, levelling, aligning, compacting and finishing			
	7.2 Lay kerbs and/or channels to given working instructions.			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when laying kerbs and channels.			

	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Identify different types of kerbs or channels • Set out the area and prepare ground and foundation for laying kerbs or channels • Lay and align kerbs or channels to the required specifications • Mark and cut kerbs and channels • Monitor work against specification • Use hand tools, power tools and equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when laying kerbs and channels.			
	7.7 Describe how to maintain the tools and equipment used when laying kerbs and channels.			

Assessor comments

A/503/9544 639	Installing Drainage in the Workplace	Level 2	19 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to install and test a range of drainage systems in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length, area and wastage. To achieve this unit candidates must carry out measuring, marking out, laying, positioning, fitting, levelling, plumbing, aligning, securing and testing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with drainage work including work carried out below ground level, in confined spaces and when working at heights, also included is the need to understand the accident and emergency procedures. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Finally candidates must understand the types of problems that can occur when installing drainage and how to overcome them.

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, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, risk assessments, method statements, specifications, schedules, manufacturers' information and regulations 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 and health hazards, whilst working: • In the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when installing drainage.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when installing drainage.			
	3.2 Comply with information relating to specific risks to health when installing drainage.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, 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.			

A/503/9544 639	Installing Drainage in the Workplace (continued)	Level 2	19 Credits

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 and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/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 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when installing 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 and estimated times • 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: • Measuring, marking out, laying, positioning, fitting, levelling, plumbing, aligning, securing and testing			
	7.2 Install and test new and/or replacement, foul and/or surface water drainage for two of the following to given working instructions: • Pipework (e.g. clay, concrete, metal, or plastic) • Inspection chambers (e.g. brick, concrete, metal or plastic) • Surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems) • Foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			

	7.4 Safely store the materials, tools and equipment used when installing drainage			
	7.5 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 • Prepare bedding for pipework • Determine levels and gradients • Identify the differences between surface and foul water drainage • Lay, position, level, plumb, align, fi t, fi x and secure new and replacement drainage systems • Construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)			
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • 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 • Conduct smoke, water, ball and close circuit television tests on drainage systems • Work with plant and machinery • Use hand tools, power tools and equipment • Work at height and below ground level • Use access equipment			
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing drainage.			
	7.8 Describe how to maintain the tools and equipment used when installing drainage.			

Assessor comments

M/503/9637 371v2	Pouring Concrete to Form Structures in the Workplace	Level 2	18 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to pour concrete to form structures. More specifically candidates must be able to place, compact and finish structural concrete in horizontal and vertical formwork to given working instructions relating to two of the following placements: chute, elephant's trunk, skip, pump or mono-rail in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This unit includes interpreting information on the work required, calculating quantity and area and identifying and selecting the correct quantity and quality of materials. To achieve this unit candidates must carry out measuring, positioning, placing, spreading, vibrating, compacting and finishing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work including work carried out below ground level, in confined spaces and when working at heights. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 pouring concrete to form structures.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing construction works			
2. Know how to comply with relevant legislation and official guidance when pouring concrete to form structures.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when pouring concrete to form structures.	3.1 Use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with current legislation and organisational requirements when pouring concrete to form structures.			
	3.2 Comply with information relating to specific risks to health when pouring concrete to form structures.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to pouring concrete to form 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 instructions.			

	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to pour concrete to form structures.	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: • Ready-mix concrete materials • Slump test equipment, skips, poker vibrator, tampers, floats and trowels • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to pour concrete to form structures.			
5. Minimise the risk of damage to the work and surrounding area when pouring concrete to form structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when pouring concrete to form structures.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to pour concrete to form structures to the required specification.	7.1 Demonstrate the following work skills when pouring concrete to form structures: • Measuring, positioning, placing, spreading, vibrating, compacting and finishing			
	7.2 Place, compact and finish structural concrete in horizontal and vertical formwork to given working instructions relating to two of the following placements: • Chute • Elephant's trunk • Skip • Pump • Mono-rail			

	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when pouring concrete to form structures.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Assess and confirm suitability of concrete and area for placement • Place concrete by chute, elephant's trunk, overhead skip, pumping • Pour to correct levels and coverage of steel reinforcement • Work with and around plant and machinery • Support consistency testing • Vibrate, compact, finish and cure the structural concrete • Use hand tools, power tools and equipment • Work at height • Use access equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when pouring concrete to form structures.			
	7.7 Describe how to maintain the tools and equipment used when pouring concrete to form structures.			

Assessor comments

R/503/9663 640	Erecting and Striking Proprietary Formwork in the Workplace	Level 2	17 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to erect and strike proprietary formwork in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length, area and wastage. To achieve this unit candidates must carry out measuring, marking out, aligning, positioning, levelling, plumbing, securing, removing and storing activities. All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work including work carried out below ground level, in confined spaces and when working at heights. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 and striking proprietary formwork	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, and manufacturers' and suppliers' 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, and manufacturers' and suppliers' information			
2. Know how to comply with relevant legislation and official guidance when erecting and striking proprietary formwork.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when erecting and striking proprietary formwork.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting and striking proprietary formwork.			
	3.2 Comply with information relating to specific risks to health when erecting and striking proprietary formwork.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting and striking proprietary formwork, 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 fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to erect and strike proprietary formwork.	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: • Proprietary formwork and associated items • Tie systems • Prop systems • Protective coatings • Fixtures and fittings • Access equipment • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to erect and strike proprietary formwork.			
5. Minimise the risk of damage to the work and surrounding area when erecting and striking proprietary formwork.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when erecting and striking proprietary formwork.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to erect and strike proprietary formwork to the required specification.	7.1 Demonstrate the following work skills when erecting and striking proprietary formwork: • Measuring, marking out, aligning, positioning, levelling, plumbing, securing, removing and storing			
	7.2 Erect and strike proprietary formwork to given working instructions.			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when erecting and striking proprietary formwork.			

	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Erect and strike proprietary formwork for walls, columns, beams, soffits, channels, ground slabs and bases • Attach and remove safe lifting provision • Position, secure and remove prop and tie systems • Apply release agents • Move, clean, stack and store proprietary forms • Work with plant and machinery • Use hand tools, power tools and equipment • Work at height • Use access equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when erecting and striking proprietary formwork.			
	7.7 Describe how to maintain the tools and equipment used when erecting and striking proprietary formwork.			

Assessor comments

H/503/9506 45v2	Placing and Finishing Non-specialist Concrete in the Workplace	Level 2	21 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to place and finish non-specialist concrete in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required, calculating quantity and area and identifying and selecting the correct quantity and quality of materials, tools and equipment to carry out the reinstatement of any 3 of the following: concrete slabs/bases (footing, oversites or paths), form slab edging, position reinforcement or form surface finish (tamped, floated, brushed and trowelled). To achieve this unit candidates must carry out measuring, marking out, laying, compacting, finishing, positioning and securing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with the work. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 placing and finishing non-specialist concrete	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, risk assessments, method statements, specifications, schedules, manufacturers' information and regulations governing buildings			
2. Know how to comply with relevant legislation and official guidance when placing and finishing non-specialist concrete.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when placing and finishing non specialist concrete.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when placing and finishing non-specialist concrete.			
	3.2 Comply with information relating to specific risks to health when placing and finishing non-specialist concrete.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to placing and finishing non specialist concrete, 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 fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to place and finish non-specialist concrete.	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: •Concrete, fabric reinforcement, timber, plywood, proprietary slab edgings and fixings •Hand tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to place and finish non-specialist concrete.			
5. Minimise the risk of damage to the work and surrounding area when placing and finishing non-specialist concrete.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when placing and finishing non-specialist concrete.	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 oqf progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to place and finish non-specialist concrete to the required specification.	7.1 Demonstrate the following work skills when placing and finishing non-specialist concrete: • Measuring, marking out, laying, compacting, finishing, positioning and securing			
	7.2 Lay and finish concrete to given working instructions for three of the following: • Concrete slabs/bases (footing, oversites or paths) •Form slab edging • Position reinforcement • Form surface finish (tamped, floated, brushed and trowelled)			
	7.3 Safely use materials, hand tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when placing and finishing non-specialist concrete.			

	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes • Place fabric reinforcement • Concrete mix ratios (volume and gauge boxes) • Place concrete into formwork and shuttering • Form slab edging • Work with plant and machinery • Use hand tools and ancillary equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when placing and finishing non-specialist concrete.			
	7.7 Describe how to maintain the tools and equipment used when placing and finishing non-specialist concrete.			

Assessor comments

F/503/1171 643	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to move, handle and store Construction related materials, e.g. sheet material, loose material, bagged or wrapped material, fragile material, tools and equipment, components or liquids in accordance with safe working practices, legislation and Organisational guidance on safety and security. Candidates must have knowledge of safe use of lifting and handling aids, containers and fixing, holding and securing systems and how to dispose of waste and packaging in accordance with legislation. All work must be carried out in accordance with safe working practices, minimising risk of damage to the materials and surrounding area. Candidates must understand their responsibilities and the hazards associated with this type of work including how the needs of other occupations have to be considered when moving resources, the accident and emergency procedures, and the different types and purposes of fire extinguishers. Finally Candidates must understand the types of problems that can occur when carrying out this type of work and the Organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.			
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.			
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.			
	1.4 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.			
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.			
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.			
	2.4 State the appropriate types of fire extinguishers relevant to the work.			
	2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.			
3 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.			
	3.2 Use lifting aids safely as appropriate to the work.			
	3.3 Protect the environment in accordance with safe working practices as appropriate to the work.			

Assessor comments/feedback

	3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.			
	3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: – lifting and handling aids – container(s) – fixing, holding and securing systems.			
	4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Dispose of waste and packaging in accordance with legislation.			
	5.3 Maintain a clean work space when moving, handling or storing resources.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			

Assessor comments/feedback

F/503/1171 643	Moving, Handling and Storing Resources in the Workplace (continued)	Level 2	5 Credits

6. Complete the work within the allocated time when moving, handling and/or storing resources.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: • Progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: • Moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques			
	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: • Sheet material • Loose material • Bagged or wrapped material • Fragile material • Tools and equipment • Components • Liquids			
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.			
	7.4 Describe the needs of other occupations when moving, handling and/or storing resources.			

Assessor comments/feedback

A/503/9639 372v2	Locating and Protecting Utilities Apparatus and Sub structures in the Workplace	Level 2	12 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to locate and protect sub-surface and/or overhead utilities apparatus, for example gas, fuel, electric, communications, water and sewage, in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, and ensuring that equipment is calibrated where appropriate. To achieve this unit candidates must carry out measuring, locating, marking out, positioning, protecting and securing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with the activities including work carried out below ground level and when working at heights. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Knowledge of accident and emergency procedures, fire extinguishers and the use and limitations of protective and safety control equipment are also required. Finally candidates must understand the types of problems that can occur carrying out this type of work and the organisational procedures for dealing with them.

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 locating and protecting utilities apparatus and sub-structures.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, survey information 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, organisational and manufacturers' information and regulations governing utilities			
2. Know how to comply with relevant legislation and official guidance when locating and protecting utilities apparatus and sub-structures.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
	2.4 Describe the types of fire extinguishers available when locating and protecting utilities apparatus and substructures and describe how and when they are used.			
3. Maintain safe and healthy working practices when locating and protecting utilities apparatus and sub-structures.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when locating and protecting utilities apparatus and sub-structures.			
	3.2 Comply with information relating to specific risks to health when locating and protecting utilities apparatus and substructures.			

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to locating and protecting utilities apparatus and sub-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 instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fi res, spillages, injuries, damage to utilities apparatus and sub-structures and other task related hazards.			
	3.6 Demonstrate the safe use of a fi re extinguisher relevant to a typical fi re associated with locating and protecting utilities apparatus and sub-structures as relevant to the operations.			
4. Select the required quantity and quality of resources for the methods of work to locate and protect utilities apparatus and sub-structures.	4.1 Select resources associated with own work in relation to materials and components, tools and equipment, and electronic location instruments.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Electronic instruments • Marking and protection materials • Hand and/or powered tools and equipment • Ancillary equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
5. Minimise the risk of damage to the work and surrounding area when locating and protecting utilities apparatus and substructures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when locating and protecting utilities apparatus and sub-structures.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			

A/503/9639 372v2	Locating and Protecting Utilities Apparatus and Sub structures in the Workplace (continued)	Level 2	12 Credits

7. Comply with the given contract information to locate and protect utilities apparatus and sub-structures to the required specification.	7.1 Demonstrate the following work skills when locating and protecting utilities apparatus and sub-structures: • Measuring, locating, marking out, positioning, protecting and securing			
	7.2 Locate and protect sub-surface and/or overhead utilities apparatus to given working instructions, relating to: • Gas, fuel, electric, communications, water and sewage			
	7.3 Safely use materials, hand tools, portable power tools, ancillary equipment and electronic instruments.			
	7.4 Safely store the materials, tools and equipment used when locating and protecting utilities apparatus and sub-structures.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Ensure electronic equipment is calibrated • Identify utilities apparatus and sub-structures by electronic location, trial holes and visual • Confi rm the type of service (gas, fuel, electric, communication, water, sewage) • Confi rm structures (foundations, manholes, inspection chambers, joint/junction boxes) • Confi rm any natural environment (tree roots, natural watercourse) • Mark the location of the service apparatus and sub-structures • Provide for the recognition and protection of the service apparatus, sub-structure, and the natural environment during operational activities • Use hand tools, power tools and equipment • Work at height			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when locating and protecting utilities apparatus and sub-structures.			
	7.7 Describe how to maintain the tools and equipment used when locating and protecting utilities apparatus and sub-structures.			

Assessor comments/feedback

Y/503/9650 373v2	Excavating Holes and Trenches – Manual Digging in the Workplace	Level 2	10 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to interpret information to be able to excavate holes and trenches in highway location and/or construction site to meet the job specification following safe working practices and within the allocated time using manual digging. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This unit includes identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to calculate quantity, length, area and wastage. To achieve this unit candidates must carry out measuring, marking out, excavating and securing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of work, including the specific issues associated with working below ground level. Also included is the need to understand the accident and emergency procedures. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. Finally candidates must understand the types of problems that can occur when carrying out this type of work and how to overcome them.

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 excavating holes and trenches by manual digging.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, statutory and regulatory codes of practice for excavations and support of the excavations			
2. Know how to comply with relevant legislation and official guidance when excavating holes and trenches by manual digging.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when excavating holes and trenches by manual digging.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when excavating holes and trenches by manual digging.			
	3.2 Comply with information relating to specific risks to health when excavating holes and trenches by manual digging.			

Assessor comments/feedback

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to excavating holes and trenches by manual digging 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 fi res, spillages, injuries and other task-related hazards.			
4. Select resources associated with own work in relation to materials and components, and tools and equipment.	4.1 Select resources associated with own work in relation to materials and components, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: • Digging equipment for the excavation of holes and trenches • Hand and/or powered tools and ancillary equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to excavate holes and trenches by manual digging.			
5. Minimise the risk of damage to the work and surrounding area when excavating holes and trenches by manual digging.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when excavating holes and trenches by manual digging.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			

Y/503/9650 373v2	Excavating Holes and Trenches – Manual Digging in the Workplace (continued)	Level 2	10 Credits

7. Comply with the given contract information to excavate holes and trenches by manual digging to the required specification.	7.1 Demonstrate the following work skills when excavating holes and trenches by manual digging: • Measuring, marking out, excavating and securing			
	7.2 Excavate holes and trenches in highway location and/or construction site to given working instructions.			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when excavating holes and trenches by manual digging.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Identify and confirm the type of surface and sub-surface composition • Remove ironwork, modular components • Excavate ground structures manually • Guide excavating machine to excavate ground structures • Avoid damage to service apparatus and sub-structures • Identify and store excavated and reusable materials • Position, secure and remove excavation supports • Provide for access and egress • Work with plant and machinery • Use hand tools, power tools and equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when excavating holes and trenches by manual digging.			
	7.7 Describe how to maintain the tools and equipment used when excavating holes and trenches by manual digging.			

Assessor comments/feedback

A/600/8157 172	Reinstating Ground Condition in the Workplace	Level 2	12 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to reinstate ground condition in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required, calculating quantity and area and identifying and selecting the correct quantity and quality of materials, tools and equipment to carry out the reinstatement of any 2 of the following: flags, blocks, edging, aggregates, cement, black top, top soil, seeds. To achieve this unit candidates must carry out measuring, marking out, laying, bedding, positioning, securing and finishing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with the work. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them

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 reinstating ground condition.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules and manufacturers' information			
2. Know how to comply with relevant legislation and official guidance when reinstating ground condition.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 State what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe working practices when reinstating ground condition.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when reinstating ground condition.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to reinstating ground condition, and the types, purpose and limitations of each type.			
	3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fi res, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to reinstate ground condition.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: • Flags, blocks, edging, aggregates, cement, black top, top soil, seeds • Hand and/or powered tools and equipment			
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			

	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	4.4 Outline potential hazards associated with the resources and method of work.			
	4.5 Describe how to calculate quantity and area associated with the method/procedure to reinstate ground condition.			
5. Minimise the risk of damage to the work and surrounding area when reinstating ground condition.	5.1 Protect the work and its surrounding area from damage.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.4 Dispose of waste in accordance with legislation.			
	5.5 State why the disposal of waste should be carried out in relation to the work.			
6. Complete the work within the allocated time when reinstating ground condition.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to reinstate ground condition to the required specification.	7.1 Demonstrate the following work skills when reinstating ground condition: • Measuring, marking out, laying, bedding, positioning, securing and finishing			
	7.2 Reinstate ground conditions to contractor's working instructions for at least two of the following: • Flag • Block • Concrete • Black top surfaces • Cultivated and grassed areas			
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Place and compact sub-grade and sub-base • Form levels • Reinstate hard landscaping of flag, block, concrete and black top surfaces • Reinstate cultivated and grassed areas • Use hand tools, power tools and equipment			
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment.			
	7.5 State the needs of other occupations and how to communicate within a team when reinstating ground condition.			
	7.6 Describe how to maintain the tools and equipment used when reinstating ground condition.			

Assessor comments/feedback

H/503/9442 374v2	Reinstating Excavation and Highway Surfaces in the Workplace	Level 2	12 Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to reinstate excavation and highway surfaces in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required, calculating quantity and area and identifying and selecting the correct quantity and quality of materials, tools and equipment to carry out the reinstatement of any 2 of the following: sub-grades, sub-bases, road-bases, cold lay bituminous, warm lay bituminous, hot lay bituminous, concrete or modular. To achieve this unit candidates must carry out backfilling, consolidating, laying, compacting, positioning, securing and fi nishing activities all done in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with the work. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities and the accident and emergency procedures. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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 reinstating excavation and highway surfaces.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing excavations and reinstatement work on highways			
2. Know how to comply with relevant legislation and official guidance when reinstating excavation and highway surfaces.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when reinstating excavation and highway surfaces.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when reinstating excavation and highway surfaces.			
	3.2 Comply with information relating to specific risks to health when reinstating excavation and highway surfaces.			

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to reinstating excavation and highway surfaces, 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.			
4. Select the required quantity and quality of resources for the methods of work to reinstate excavation and highway surfaces.	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: • New and re-usable materials, sub-base, road-base and pavement surface • Cold-lay, warm lay and hot-lay bituminous materials • Sands, jointing materials • Concrete, blocks and flags • Natural soil based materials • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to reinstate excavation and highway surfaces.			
5. Minimise the risk of damage to the work and surrounding area when reinstating excavation and highway surfaces.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when reinstating excavation and highway surfaces.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			

7. Comply with the given contract information to reinstate excavation and highway surfaces to the required specification.	7.1 Demonstrate the following work skills when reinstating excavation and highway surfaces: • Backfilling, consolidating, laying, compacting, positioning, securing and finishing			
	7.2 Reinstate excavations and highway surfaces to given working instructions, relating to two of the following: • Sub-grades, sub-bases, road-bases • Cold lay bituminous • Warm lay bituminous • Hot lay bituminous • Concrete • Modular			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when reinstating excavation and highway surfaces.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the type of ground structure for reinstatement (bituminous, concrete, modular, natural) • Reinstate and compact backfill, sub-grades, sub-bases, road-bases pavement base for the relevant type of ground structure • Protect service apparatus and sub-structures during reinstatement • Reinstate the relevant type of ground surface, pavement surface, specialist surface treatments, kerbs, edge restraints, street ironwork and pavement markings • Dispose of surplus materials • Use hand tools, power tools and equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when reinstating excavation and highway surfaces.			
	7.7 Describe how to maintain the tools and equipment used when reinstating excavation and highway surfaces.			

Assessor comments/feedback

Notes

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