



QA Level 2 Diploma In Plant Operations (Construction)

Qualification Number
601/0403/X

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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	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
J/503/1169	Conforming to Productive Working Practices in the Workplace	2	3		

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 page.

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who use plant equipment and machinery in a construction environment. The qualification has 2 mandatory units with pathways developed to recognise competence and knowledge in the use of specific equipment and machinery in the following groups; Cranes and Specialist Lifting Plant, Fork-lift Trucks, Extracting Plant, Transporting Loads Plant, Accessing Plant and Compacting Plant.

In addition to the mandatory units and the pathways there is a group of additional units that are entirely optional. See below for more details.

All work must be completed following Industry recognised Safe Working Practices and in accordance with relevant legislation. 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 a range of tasks and situations. Candidates should require minimum supervision in carrying out the required work. There is also a GQA Level 2 Diploma in Plant Operations that includes alternative pathways and equipment/machinery.

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. This qualification consists of 2 mandatory units, which have a total of 5 credits and 6 pathways. Candidates must complete all 2 mandatory units and the required number of credits from the appropriate pathway. The qualification has a minimum credit value of 17 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 no	Mandatory units	Level	Credit
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			
Pathway 1 - Extracting Plant (minimum of 50 credits if this pathway selected)			
T/600/7928	Preparing and Operating Draglines to Extract Ground and/or Loose Materials in the Workplace	2	60
388Av2			
T/600/7931	Preparing and Operating 180 degree Excavators to Extract and Excavate Ground and Loose Materials in the Workplace	2	80
388B			
R/600/7936	Preparing and Operating Tracked Loading Shovels to Extract Ground and Loose Materials in the Workplace	2	80
388Dv2			
J/600/7948	Preparing and Operating Motorised Scrapers to Extract, Transport and Distribute Materials in the Workplace	2	80
388Fv2			
J/600/7951	Preparing and Operating Trenchers to Extract Ground and/or Loose Materials in the Workplace	2	50
388Gv2			
K/600/7957	Preparing and Operating 360 degree Excavators to Extract Ground, Face and/or Loose Materials in the Workplace	2	80
388Jv2			
Y/650/0348	Preparing and operating suction and vacuum excavators to extract in the workplace	2	51
388MV2			
A/650/0349	Preparing and operating suction and vacuum excavators to excavate in the workplace	2	51
389HV1			
Pathway 2 - Excavating Plant (minimum of 50 credits if this pathway selected)			
T/600/7931	Preparing and Operating 180 degree Excavators to Extract and Excavate Ground and Loose Materials in the Workplace	2	80
388B			
A/600/7963	Preparing and Operating Draglines to Excavate Ground in the Workplace	2	60
389Av2			
Y/600/7968	Preparing and Operating Crawler/Tractor Dozers to Excavate and/or Form Ground in the Workplace	2	85
389Bv2			

R/600/7970	Preparing and Operating 360 degree Excavators to Excavate Ground in the Workplace	2	80
389Cv2			
Y/600/7971	Preparing and Operating Trenchers to Excavate Ground in the Workplace	2	50
389D			
Y/650/0348	Preparing and operating suction and vacuum excavators to extract in the workplace	2	51
388MV2			
A/650/0349	Preparing and operating suction and vacuum excavators to excavate in the workplace	2	51
389HV1			
Pathway 3 Constructing and Forming Plant- must achieve 70 credits if this pathway selected			
H/600/7973	Preparing and Operating Graders to Form and Shape Ground and/or Loose Materials in the Workplace	2	70
390Av2			
Pathway 4 Transporting Loads Plant - must achieve 70 credits if this pathway selected			
T/600/7976	Preparing and Operating Truck-mounted Boom Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace	2	70
391Av2			
Pathway 5 Laying and Distributing Plant - minimum of 40 credits if this pathway selected			
H/600/8055	Preparing and Operating Soil Stabilisers to Lay and Distribute Materials in the Workplace	2	40
393Av2			
L/600/8065	Preparing and Operating Concrete Pavers to Lay and Distribute Materials in the Workplace	2	60
393Bv2			
H/600/8069	Preparing and Operating Asphalt Pavers to Lay and Distribute Materials in the Workplace	2	60
393Cv2			

Achievement of the required credit indicated above will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has completed additional credits the Certificate will list these as “additional credits”. In cases where the candidate has not completed the requirements of 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 candidates can complete all of the learning outcomes for each unit being taken.

Type and quantity 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 in a way that shows that candidates 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. Evidence of knowledge can be demonstrated through a range of methods including responses to oral and/or written questions, assignments, or professional discussions.

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 books/reporting systems
- Safety records
- Training records
- Audio evidence
- Log books
- Work schedules and records
- Witness testimonies
- Photo/video evidence
- Timesheets
- Work diaries

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	Conforming to General Health, Safety and Welfare in the	Level 1	2 Credits
641	Workplace		

The aim of this unit is to ensure that the Candidate has the skills and knowledge required to work safely in the Construction Industry, in accordance with Organisation guidance, legislation and statutory requirements. Candidates must understand safety and warning notices, potential hazards, risk assessments, health risks and the recording and reporting of all Health and Safety related matters. Knowledge of protective and Health and Safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required. This knowledge must cover the safety of the general public as well as site personnel and resources. All work carried out must also comply with legislation that covers the disposal of waste or consumable items.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.			
	1.2 Use Health and safety equipment safely to carry out the activity in accordance with legislation and organisational requirements.			
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.			
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.			
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.			
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.			
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.			
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.			
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.			
	2.3 List the current Health and Safety Executive top ten safety risks.			
	2.4 List the current Health and Safety Executive top five health risks.			
	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	Conforming to General Health, Safety and Welfare in the Workplace (continued)	Level 1	2 Credits
641			

3 Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.			
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.			
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.			
	3.4 Safely store health and safety control equipment in accordance with given instructions.			
	3.5 Dispose of waste and/or consumable items in accordance with legislation.			
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.			
	3.7 State the appropriate types of fire extinguishers relevant to the work.			
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.			
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.			
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: – recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.			
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.			
5 Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: – during the working day – on completion of the day's work – for unauthorised personnel (other operatives and the general public) – for theft.			
	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	Conforming to Productive Working Practices in the Workplace	Level 2	3 Credits
642			

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 specifications while maintaining effective working relationships. Candidates will also have to understand the importance of 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.			

Assessor comments

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

4 Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.			
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.			
	4.3 Describe how to maintain good working relationships, in relation to: – 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/600/7928	Preparing and Operating Draglines to Extract Ground and/or Loose	Level 2	60 Credits
388Av2	Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and use draglines for extracting loose materials, face or ground and stockpile or load loose materials. All work must be carried out following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of draglines to extracting operations.	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 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to dragline extracting operations.			
2 Organise with others the sequence and operation in which extracting operations using draglines are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting operations using draglines.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting operations with draglines.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out extracting operations using draglines.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting operations, and the types, purpose and limitations of each type.			
	4.3 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.			
5 Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using draglines.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			

T/600/7928	Preparing and Operating Draglines to Extract Ground and/or Loose	Level 2	60 Credits
388Av2	Materials in the Workplace (continued)		

	5.2 Request and select resources associated with draglines in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting operations using draglines.			
6 Minimise the risk of damage to the work and surrounding area when extracting materials using draglines.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting materials using draglines.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure draglines.			
	7.3 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 work programme.			
8 Comply with the given contract information to extract materials using draglines to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting loose materials, face or ground using draglines: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting, forming, removing and loading.			
	8.2 Prepare, position, set up and operate draglines to given working instructions. – extract ground, face or loose materials – load and/or stockpile loose materials.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the draglines used for the extraction work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted – check to avoid damage to structures and utilities service apparatus – extract, remove and load materials safely and securely – form stockpiles – shut down and secure dragline – use hand tools, ancillary equipment and accessories.			

T/600/7928	Preparing and Operating Draglines to Extract Ground and/or Loose Materials in the Workplace (continued)	Level 2	60 Credits
388Av2			

	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to extract materials.			

Assessor comments

T/600/7931	Preparing and Operating 180 degree Excavators to Extract and	Level 2	80 Credits
388B	Excavate Ground and Loose Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate 180 degree Excavators to extract and excavate different types of ground and loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of 180 degree excavators to carry out extracting and excavating operations.	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, manufacturers' information, method statements and regulations and guidance applicable to extracting and excavating operations.			
2 Organise with others the sequence and operation in which extracting and excavating operations using 180 degree excavators are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting and excavating operations using 180 degree excavators.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting and excavating operations with 180 degree excavators.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out extracting and excavating operations using 180 degree excavators.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting and excavating operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting and excavating operations, and the types, purpose and limitations of each type.			
	4.3 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.			

T/600/7931	Preparing and Operating 180 degree Excavators to Extract and Excavate Ground and Loose Materials in the Workplace (continued)	Level 2	80 Credits
388B			

5 Request and select the required quantity and quality of resources to prepare for and carry out extracting and excavating operations using 180 degree excavators.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with 180 degree excavators in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting and excavating operations using 180 degree excavators.			
6 Minimise the risk of damage to the work and surrounding area when extracting and excavating materials using 180 degree excavators.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting and excavating materials using 180 degree excavators.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure 180 degree excavators.			
	7.3 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 work programme.			
8 Comply with the given contract information to extract and excavate materials using 180 degree excavators to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting and excavating loose materials and ground using 180 degree excavators: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting, excavating, forming, measuring, removing and loading.			
	8.2 Prepare, position, set up and operate 180 degree excavators to given working instructions. – extract loose materials and/or different types of ground – load and/or stockpile loose materials and ground – excavate different types of ground.			

Assessor comments

T/600/7931	Preparing and Operating 180 degree Excavators to Extract and Excavate Ground and Loose Materials in the Workplace	Level 2	80 Credits
388B	(continued)		

	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the 180 degree excavator used for extraction and excavation work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted and excavated – check to avoid damage to structures and utilities service apparatus – extract, excavate, remove and load materials safely and securely – form stockpiles – shut down and secure 180 degree excavators – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting and excavating operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to extract and excavate materials.			

Assessor comments

R/600/7936	Preparing and Operating Tracked Loading Shovels to Extract	Level 2	80
388Dv2	Ground and Loose Materials in the Workplace		Credits

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Tracked Loading Shovels to extract and excavate different types of ground and loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of tracked loading shovels to carry out extracting operations.	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, manufacturers' information, method statements and regulations and guidance applicable to extracting operations.			
2 Organise with others the sequence and operation in which extracting operations using tracked loading shovels are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting operations using tracked loading shovels.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting operations with tracked loading shovels.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out extracting operations using tracked loading shovels.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting operations, and the types, purpose and limitations of each type.			
	4.3 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.			

R/600/7936	Preparing and Operating Tracked Loading Shovels to Extract Ground and Loose Materials in the Workplace (continued)	Level 2	80 Credits
388Dv2			

5 Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using tracked loading shovels.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with tracked loading shovels in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting operations using tracked loading shovels.			
6 Minimise the risk of damage to the work and surrounding area when extracting materials using tracked loading shovels.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting materials using tracked loading shovels.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure tracked loading shovels.			
	7.3 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 work programme.			
8 Comply with the given contract information to extract materials using tracked loading shovels to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting loose materials and ground using tracked loading shovels. – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting, forming, removing and loading.			
	8.2 Prepare, position, set up and operate tracked loading shovels to given working instructions. – extract ground, face and/or loose materials – load and/or stockpile loose materials.			

Assessor comments

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R/600/7936	Preparing and Operating Tracked Loading Shovels to Extract Ground and Loose Materials in the Workplace (continued)	Level 2	80 Credits
388Dv2			

	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the tracked loading shovels used for extraction work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted – check to avoid damage to structures and utilities service apparatus – extract, remove and load materials safely and securely – form stockpiles – shut down and secure tracked loading shovels – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to extract materials.			

Assessor comments

J/600/7948	Preparing and Operating Motorised Scrapers to Extract, Transport and Distribute Materials in the Workplace	Level 2	80 Credits
388Fv2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Motorised Scrapers to extract, transport and distribute various materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of motorised scrapers to carry out extracting and distributing operations.	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, manufacturers' information, method statements and regulations and guidance applicable to motorised scraper extracting and distributing			
2 Organise with others the sequence and operation in which extracting and distributing operations using motorised scrapers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting and distributing operations using motorised scrapers.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting and distributing operations with motorised scrapers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out extracting and distributing operations using motorised scrapers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting and distributing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting and distributing operations, and the types, purpose and limitations of each type.			
	4.3 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.			

J/600/7948	Preparing and Operating Motorised Scrapers to Extract, Transport and Distribute Materials in the Workplace (continued)	Level 2	80 Credits
388Fv2			

5 Request and select the required quantity and quality of resources to prepare for and carry out extracting and distributing operations using motorised scrapers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with motorised scrapers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting and distributing operations using motorised scrapers.			
6 Minimise the risk of damage to the work and surrounding area when extracting and distributing materials using motorised scrapers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting and distributing materials using motorised scrapers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure motorised scrapers.			
	7.3 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 work programme.			

Assessor comments

J/600/7948	Preparing and Operating Motorised Scrapers to Extract, Transport and Distribute Materials in the Workplace (continued)	Level 2	80 Credits
388Fv2			

8 Comply with the given contract information to extract and distribute materials using motorised scrapers to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting and distributing loose materials or ground using motorised scrapers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting, laying, distributing, forming, removing and loading.			
	8.2 Prepare, position, set up and operate motorised scrapers to given working instructions. – extract, load and transport different types of ground – lay, distribute and/or stockpile extracted materials.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the motorised scrapers used for the extraction and distribution work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted – check to avoid damage to structures and utilities service apparatus – extract, load, transport and lay materials safely and securely – form stockpiles – shut down and secure motorised scrapers – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting and distributing operations			
	8.6 Describe how to maintain the plant, tools and equipment used to extract and distribute materials.			

Assessor comments

J/600/7951	Preparing and Operating Trenchers to Extract Ground and/or	Level 2	50 Credits
388Gv2	Loose Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Trenchers to extract and stockpile various materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of trenchers to carry out extracting operations.	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, manufacturers' information, method statements and regulations and guidance applicable to trencher extracting operations.			
2 Organise with others the sequence and operation in which extracting operations using trenchers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting operations using trenchers.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting operations with trenchers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out extracting operations using trenchers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting operations, and the types, purpose and limitations of each type.			
	4.3 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.			

J/600/7951	Preparing and Operating Trenchers to Extract Ground and/or	Level 2	50 Credits
388Gv2	Loose Materials in the Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using trenchers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with extracting operations using trenchers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting operations using trenchers.			
6 Minimise the risk of damage to the work and surrounding area when extracting materials using trenchers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting materials using trenchers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure trenchers.			
	7.3 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 work programme.			
8 Comply with the given contract information to extract materials using trenchers to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting loose materials, face or ground using trenchers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting and removing.			
	8.2 Prepare, position, set up and operate trenchers to given working instructions. – extract ground, face or loose materials – stockpile loose materials.			

Assessor comments

J/600/7951	Preparing and Operating Trenchers to Extract Ground and/or	Level 2	50 Credits
388Gv2	Loose Materials in the Workplace (continued)		

	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the trencher used for the extraction work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted – check to avoid damage to structures and utilities service apparatus – extract, remove and load materials safely and securely – form stockpiles – shut down and secure trenchers – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to extract materials.			

Assessor comments

K/600/7957	Preparing and Operating 360 degree Excavators to Extract Ground, Face and/or Loose Materials in the Workplace	Level 2	80 Credits
388Jv2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate 360 degree Excavators to extract and excavate different types of ground and loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of 360 degree excavators to carry out extracting operations.	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, manufacturers' information, method statements and regulations and guidance applicable to extracting operations.			
2 Organise with others the sequence and operation in which extracting operations using 360 degree excavators are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during extracting operations using 360 degree excavators.			
3 Know how to comply with relevant legislation and official guidance to carry out extracting operations with 360 degree excavators.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports			
4 Maintain safe working practices when preparing for and carrying out extracting operations using 360 degree excavators.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to extracting operations, and the types, purpose and limitations of each type.			
	4.3 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.			

K/600/7957	Preparing and Operating 360 degree Excavators to Extract Ground, Face and/or Loose Materials in the Workplace (continued)	Level 2	80 Credits
388Jv2			

5 Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using 360 degree excavators.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with 360 degree excavators in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out extracting operations using 360 degree excavators.			
6 Minimise the risk of damage to the work and surrounding area when extracting materials using 360 degree excavators.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and extracting materials using 360 degree excavators.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure 360 degree excavators.			
	7.3 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 work programme.			

Assessor comments

K/600/7957	Preparing and Operating 360 degree Excavators to Extract Ground, Face and/or Loose Materials in the Workplace (continued)	Level 2	80 Credits
388Jv2			

8 Comply with the given contract information to extract materials using 360 degree excavators to the required specification.	8.1 Demonstrate the following work skills when preparing for and extracting loose materials, face or ground using 360 degree excavators: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, extracting, forming, removing and loading.			
	8.2 Prepare, position, set up and operate 360 degree excavators to given working instructions. – extract from a face, loose materials and/or ground – load extracted loose materials and/or stockpile loose materials.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the 360 degree excavators used for the extraction work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be extracted – check to avoid damage to structures and utilities service apparatus – extract, remove and load materials safely and securely – form stockpiles – shut down and secure 360 degree excavators – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out extracting operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to extract materials.			

Assessor comments

Y/650/0348	Preparing and operating suction and vacuum excavators to extract in the workplace	Level 2	51 Credits
388MV2			

The aim of this unit is to ensure the individual has the required skills and knowledge to demonstrate competence to prepare, set up, position and operate suction and vacuum excavators to given working instructions

- extract different types of materials.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the preparation and operation of suction and vacuum excavators to extract.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, and current regulations governing the operation of suction and vacuum excavators to extract.			
2 Organise with others the sequence and operation in which suction and vacuum excavator operations to extract are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and during operations using suction and vacuum excavators to extract.			
3 Know how to comply with relevant legislation and official guidance when carrying out suction and vacuum excavator operations to extract	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe and healthy working practices when preparing for and carrying out suction and vacuum excavator operations to extract.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during suction and vacuum excavation operations to extract.			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out suction and vacuum excavation operations to extract in relation to two or more of the following: –safe use and storage of plant or machinery –safe use and storage of tools and equipment –specific risks to health.			

Y/650/0348	Preparing and operating suction and vacuum excavators to extract in the workplace (Continued)	Level 2	51 Credits
388MV2			

	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to suction and vacuum excavators to extract use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: –collective protective measures –local exhaust ventilation (LEV) –personal protective equipment (PPE) –respiratory protective equipment (RPE).			
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
5 Request and select the required quantity and quality of resources to prepare for and carry out suction and vacuum excavation operations to extract.	5.1 Request and select resources associated with suction and vacuum excavation to extract in relation to consumables, materials, attachments, tools, ancillary equipment and/or accessories.			
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: –consumables, lubricants and fuels –attachments and plant or machinery aids –hand tools, ancillary equipment and accessories.			
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	5.5 Describe any potential hazards associated with the resources and methods of work.			
6 Minimise the risk of damage to the work and surrounding area when preparing to and carrying out suction and vacuum excavation operations to extract.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	6.2 Maintain a clean work space.			
	6.3 Dispose of waste in accordance with current legislation.			
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.5 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.			
7 Complete the work within the allocated time when preparing to and carrying out suction and vacuum excavation operations to extract.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Describe 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 work programme.			

Y/650/0348	Preparing and operating suction and vacuum excavators to extract in the workplace (Continued)	Level 2	51 Credits
388MV2			

8 Comply with the given contract information to carry out suction and vacuum excavations operations to extract to the required specification.	8.1 Demonstrate the following work skills when preparing for and excavating materials using suction and vacuum excavation to extract: – checking, adjusting, communicating, manoeuvring, positioning, measuring, extracting and removing.			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.			
	8.3 Prepare, set up, position and operate suction and vacuum excavators to given working instructions – extract different types of materials.			
	8.4 Shut down and secure.			
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify them, to: –identify the characteristics of the suction and vacuum excavator used for the suction and vacuum extraction operation –carry out function checks for the suction and vacuum extraction operation –prepare, set up and adjust for operational requirements –identify the area of work –carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area –identify geological, environmental and material changes and report –check to avoid damage to structures and utilities service apparatus –recognise and determine when specific skills and knowledge are required and report accordingly –extract materials safely and securely –be on the public highway –use hand tools, ancillary equipment and accessories.			
	8.6 Describe the needs of other occupations and how to communicate effectively within a team when preparing to and carrying out extracting operations.			
	8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to carry out extracting operations.			

Assessor comments

A/650/0349	Preparing and operating suction and vacuum excavators to	Level 2	51 Credits
389HV1	excavate in the workplace		

The aim of this unit is to ensure the individual has the required skills and knowledge to demonstrate competence to prepare, position, set up and operate suction and vacuum excavators to given working instructions to:

- excavate materials
- load and/or stockpile excavated materials

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the preparation and use of suction and vacuum excavators to carry out excavating operations.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, and current regulations governing the operation of suction and vacuum excavators for excavation work.			
2 Organise with others the sequence and operation in which excavating operations using suction and vacuum excavators are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and during excavating operations using suction and vacuum excavators			
3 Know how to comply with relevant legislation and official guidance when carrying out excavating operations using suction and vacuum excavators.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe and healthy working practices when preparing for and carrying out excavating operations using suction and vacuum excavators.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during excavating operations.			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out excavating operations using suction and vacuum excavators in relation to two or more of the following: – safe use and storage of plant or machinery – safe use and storage of tools and equipment – specific risks to health.			

A/650/0349	Preparing and operating suction and vacuum excavators to	Level 2	51 Credits
389HV1	excavate in the workplace (Continued)		

	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to suction and vacuum excavators use, 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).			
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
5 Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using suction and vacuum excavators.	5.1 Request and select resources associated with suction and vacuum excavators in relation to consumables, materials, attachments, tools and ancillary equipment.			
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:			
	– consumables, lubricants and fuels – attachments and excavation aids – hand tools, ancillary equipment and accessories			
	5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	5.5 Describe any potential hazards associated with the resources and methods of work.			
	5.6 Describe how to identify quantity, weight, length and area associated with the method/procedures to carry out excavating operations using suction and vacuum excavators.			
6 Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	6.2 Prevent damage and maintain a clean work space.			
	6.3 Dispose of waste in accordance with current legislation.			
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.5 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.			
7 Complete the work within the allocated time when preparing to and excavating materials.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Describe 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 work programme.			

A/650/0349	Preparing and operating suction and vacuum excavators to excavate in the workplace (Continued)	Level 2	51 Credits
389HV1			

8 Comply with the given contract information to excavate materials using suction and vacuum excavators to the required specification	8.1 Demonstrate the following work skills when preparing for and excavating using suction and vacuum excavators: – checking, adjusting, communicating, operating, manoeuvring, positioning, excavating, measuring and removing.			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.			
	8.3 Prepare, position, set up and operate suction and vacuum excavators to given working instructions to: – excavate materials – load and/or stockpile excavated materials.			
	8.4 Shut down and secure suction and vacuum excavators.			
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the suction and vacuum excavators used for excavating operations – carry out function checks for excavation work – identify the area to be excavated – prepare, set up and adjust for operational requirements – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify geological, environmental and material changes and report – check to avoid damage to structures and utilities service apparatus – recognise and determine when specific skills and knowledge are required and report accordingly – excavate accurately to line and level – form stockpiles – use equipment to gauge and measure be on the public highway – excavate, remove and load materials safely and securely – shut down and secure suction and vacuum excavators – use hand tools, ancillary equipment and accessories. – recognise and determine when specific skills and knowledge are required and report accordingly – excavate accurately to line and level – form stockpiles – use equipment to gauge and measure – be on the public highway – excavate, remove and load materials safely and securely – shut down and secure suction and vacuum excavators – use hand tools, ancillary equipment and accessories.			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and carrying out excavating operations.			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to excavate materials.			

Assessor comments

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A/600/7963	Preparing and Operating Draglines to Excavate Ground in the Workplace	Level 2	60 Credits
389Av2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and use draglines for extracting loose materials, face or ground and stockpile or load loose materials. All work must be carried out following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of draglines to carry out excavating operations.	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, manufacturers' information, method statements and regulations and guidance applicable to draglines excavating operations.			
2 Organise with others the sequence and operation in which excavating operations using draglines are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during excavating operations using draglines			
3 Know how to comply with relevant legislation and official guidance to carry out excavating operations with draglines.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out excavating operations using draglines.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during excavating operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to excavating operations, and the types, purpose and limitations of each type.			
	4.3 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.			

A/600/7963	Preparing and Operating Draglines to Excavate Ground in the	Level 2	60 Credits
389Av2	Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using draglines.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with draglines in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out excavating operations using draglines.			
6 Minimise the risk of damage to the work and surrounding area when excavating materials using draglines.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and excavating materials using draglines.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure draglines.			
	7.3 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 work programme.			

Assessor comments

A/600/7963	Preparing and Operating Draglines to Excavate Ground in the	Level 2	60 Credits
389Av2	Workplace (continued)		

8 Comply with the given contract information to excavate materials using draglines to the required specification.	8.1 Demonstrate the following work skills when preparing for and excavating ground using draglines – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, excavating, measuring and removing.			
	8.2 Prepare, position, set up and operate draglines to given working instructions. – excavate ground – load or stockpile excavated ground and/or loose materials.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the dragline used for the excavation work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be excavated – check to avoid damage to structures and utilities service apparatus – excavate, remove and load materials safely and securely – form stockpiles – shut down and secure dragline – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out excavating operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to excavate materials.			

Assessor comments

Y/600/7968	Preparing and Operating Crawler/Tractor Dozers to Excavate and/or Form Ground in the Workplace	Level 2	85 Credits
389Bv2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Crawler/Tractor Dozers to excavate to line and level and stockpile and/or spread, form and shape ground and/or loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of crawler dozers to carry out excavating and/or forming operations.	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, manufacturers' information, method statements and regulations and guidance applicable to crawler dozer excavating and/or forming operations.			
2 Organise with others the sequence and operation in which excavating and/or forming operations using crawler dozers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during excavating and/or forming operations using crawler dozers.			
3 Know how to comply with relevant legislation and official guidance to carry out excavating and/or forming operations with crawler dozers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out excavating and/or forming operations using crawler dozers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during excavating and/or forming operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to excavating and/or forming operations, and the types, purpose and limitations of each type.			
	4.3 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.			

Y/600/7968	Preparing and Operating Crawler/Tractor Dozers to Excavate and/or Form Ground in the Workplace (continued)	Level 2	85 Credits
389Bv2			

5 Request and select the required quantity and quality of resources to prepare for and carry out excavating and/or forming operations using crawler dozers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and extraction/excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with crawler dozers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out excavating and/or forming operations using crawler dozers.			
6 Minimise the risk of damage to the work and surrounding area when excavating and/or forming materials using crawler dozers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and excavating and/or forming materials using crawler dozers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure crawler dozers.			
	7.3 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 work programme.			
8 Comply with the given contract information to excavate and/or form ground using crawler dozers to the required specification.	8.1 Demonstrate the following work skills when preparing for and excavating and/or forming ground using crawler dozers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, excavating and/or forming, measuring and removing.			
	8.2 Prepare, position, set up and operate crawler/tractor dozers to given working instructions. – excavate to line and level and stockpile different types of ground and/or – spread, form and shape ground and/or loose materials.			

Assessor comments

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Y/600/7968	Preparing and Operating Crawler/Tractor Dozers to Excavate and/ or Form Ground in the Workplace (continued)	Level 2	85 Credits
389Bv2			

	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the crawler dozers used for the excavation and/or forming work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be excavated/formed – check to avoid damage to structures and utilities service apparatus – excavate or form materials safely and securely – form stockpiles – shut down and secure crawler dozer – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out excavating and/or forming operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to excavate or form ground.			

Assessor comments

R/600/7970	Preparing and Operating 360 degree Excavators to Excavate	Level 2	80 Credits
389Cv2	Ground in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate 360 degree Excavators to extract and excavate different types of ground and loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of 360 degree excavators to carry out excavating operations.	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, manufacturers' information, method statements and regulations and guidance applicable to excavating operations.			
2 Organise with others the sequence and operation in which excavating operations using 360 degree excavators are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during excavating operations using 360 degree excavators.			
3 Know how to comply with relevant legislation and official guidance to carry out excavating operations with 360 degree excavators.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out excavating operations using 360 degree excavators.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during excavating operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to excavating operations, and the types, purpose and limitations of each type.			
	4.3 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.			

R/600/7970	Preparing and Operating 360 degree Excavators to Excavate	Level 2	80 Credits
389Cv2	Ground in the Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using 360 degree excavators.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and excavation aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with 360 degree excavators in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out excavating operations using 360 degree excavators.			
6 Minimise the risk of damage to the work and surrounding area when excavating materials using 360 degree excavators.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and excavating materials using 360 degree excavators.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure 360 degree excavators.			
	7.3 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 work programme.			

Assessor comments

R/600/7970	Preparing and Operating 360 degree Excavators to Excavate	Level 2	80 Credits
389Cv2	Ground in the Workplace (continued)		

8 Comply with the given contract information to excavate materials using 360 degree excavators to the required specification.	8.1 Demonstrate the following work skills when preparing for and excavating ground using 360 degree excavators: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, excavating, forming, removing and loading.			
	8.2 Prepare, position, set up and operate 360 degree excavators to given working instructions. – excavate a variety of ground – load and/or stockpile excavated loose materials.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the 360 degree excavators used for the excavation work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be excavated – check to avoid damage to structures and utilities service apparatus – excavate, remove and load materials safely and securely – form stockpiles – shut down and secure 360 degree excavator – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out excavating operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to excavate materials.			

Assessor comments

Y/600/7971	Preparing and Operating Trenchers to Excavate Ground in the	Level 2	50 Credits
389D	Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Trenchers to extract and stockpile various materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of trenchers to carry out excavating operations.	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, manufacturers' information, method statements and regulations and guidance applicable to trencher excavating operations.			
2 Organise with others the sequence and operation in which excavating operations using trenchers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during excavating operations using trenchers.			
3 Know how to comply with relevant legislation and official guidance to carry out excavating operations with trenchers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out excavating operations using trenchers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during excavating operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to excavating operations, and the types, purpose and limitations of each type.			
	4.3 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.			

Y/600/7971 389D	Preparing and Operating Trenchers to Excavate Ground in the Workplace (continued)	Level 2	50 Credits
5 Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using trenchers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and excavation aids – hand tools, ancillary equipment and/or accessories.		
	5.2 Request and select resources associated with trenchers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.		
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.4 Outline potential hazards associated with the resources and method of work.		
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out excavating operations using trenchers.		
6 Minimise the risk of damage to the work and surrounding area when excavating materials using trenchers.	6.1 Protect the work and its surrounding area from damage.		
	6.2 Minimise damage and maintain a clean work space.		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	6.4 Dispose of waste in accordance with legislation.		
	6.5 State why the disposal of waste should be carried out safely in relation to the work.		
7 Complete the work within the allocated time when preparing to and excavating materials using trenchers.	7.1 Demonstrate completion of the work within the allocated time.		
	7.2 Shut down and secure trenchers.		
	7.3 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.		
8 Comply with the given contract information to excavate materials using trenchers to the required specification.	8.1 Demonstrate the following work skills when preparing for and excavating ground using trenchers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, excavating, measuring and removing.		
	8.2 Prepare, position, set up and operate trenchers to excavate a variety of ground and form trenches to given working instructions.		
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the trenchers used for the excavation work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be excavated – check to avoid damage to structures and utilities service apparatus – excavate materials safely and securely – shut down and secure trenchers – use hand tools, ancillary equipment and accessories.		

Y/600/7971	Preparing and Operating Trenchers to Excavate Ground in the	Level 2	50 Credits
389D	Workplace (continued)		

	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out excavating operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to excavate materials.			

Assessor comments

H/600/7973	Preparing and Operating Graders to Form and Shape Ground and/	Level 2	70 Credits
390Av2	or Loose Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Graders to form and shape ground and/or loose materials in the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of graders to carry out forming operations.	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, manufacturers' information, method statements, regulations and guidance applicable to grader forming operations.			
2 Organise with others the sequence and operation in which forming operations using graders are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during forming operations using graders.			
3 Know how to comply with relevant legislation and official guidance to carry out forming operations with graders.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out forming operations using graders.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during forming operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to forming operations, and the types, purpose and limitations of each type.			
	4.3 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.			

H/600/7973 390Av2	Preparing and Operating Graders to Form and Shape Ground and/or Loose Materials in the Workplace (continued)	Level 2	70 Credits
5 Request and select the required quantity and quality of resources to prepare for and carry out forming operations using graders.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and forming aids – hand tools, ancillary equipment and/or accessories.		
	5.2 Request and select resources associated with graders in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.		
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.4 Outline potential hazards associated with the resources and method of work.		
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out forming operations using graders.		
6 Minimise the risk of damage to the work and surrounding area when forming ground using graders.	6.1 Protect the work and its surrounding area from damage.		
	6.2 Minimise damage and maintain a clean work space.		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	6.4 Dispose of waste in accordance with legislation.		
	6.5 State why the disposal of waste should be carried out safely in relation to the work.		
7 Complete the work within the allocated time when preparing to and forming ground using graders.	7.1 Demonstrate completion of the work within the allocated time.		
	7.2 Shut down and secure graders.		
	7.3 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 work programme.		
8 Comply with the given contract information to form ground and materials using graders to the required specification.	8.1 Demonstrate the following work skills when preparing for and forming loose materials and/or ground using graders: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, constructing and forming.		
	8.2 Prepare, set-up, position and operate graders to form, and shape loose materials and/or ground to given working instructions.		

Assessor comments

H/600/7973	Preparing and Operating Graders to Form and Shape Ground and/or Loose Materials in the Workplace (continued)	Level 2	70 Credits
390Av2			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the grader used for the forming work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area to be formed – check to avoid damage to structures and utilities service apparatus – form and shape materials safely and securely – shut down and secure the grader – use hand tools, ancillary equipment and accessories.		
	8.4 Safely use and store hand tools and ancillary equipment.		
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out forming operations.		
	8.6 Describe how to maintain the plant, tools and equipment used to form materials.		

Assessor comments

T/600/7976	Preparing and Operating Truck-mounted Boom Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace	Level 2	70 Credits
391Av2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Truck-mounted Boom Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of concrete pumps to carry out pumping and discharging operations.	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, manufacturers' information, method statements and regulations and guidance applicable to concrete pumping operations.			
2 Organise with others the sequence and operation in which pumping and discharging operations using concrete pumps are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during concrete pumping operations.			
3 Know how to comply with relevant legislation and official guidance to carry out pumping operations with concrete pumps.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out pumping operations using concrete pumps.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during concrete pumping operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to concrete pumping operations, and the types, purpose and limitations of each type.			
	4.3 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.			

T/600/7976	Preparing and Operating Truck-mounted Boom Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace (continued)	Level 2	70 Credits
391Av2			

5 Request and select the required quantity and quality of resources to prepare for and carry out pumping operations using concrete pumps.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments, pumping and discharging aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with concrete pumps in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out concrete pumping operations.			
6 Minimise the risk of damage to the work and surrounding area when pumping materials using concrete pumps.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and pumping and discharging materials using concrete pumps.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure concrete pumps.			
	7.3 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 work programme.			

Assessor comments

T/600/7976	Preparing and Operating Truck-mounted Boom Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace	Level 2	70 Credits
391Av2	(continued)		

8 Comply with the given contract information to receive, pump and discharge materials using concrete pumps to the required specification.	8.1 Demonstrate the following work skills when preparing for and pumping and discharging materials using concrete pumps: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, receiving, pumping, discharging and cleaning.			
	8.2 Prepare, position, set up and operate truck-mounted boom concrete pumps to receive, pump and discharge materials, at various locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the concrete pumps used for pumping and discharging work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for pumping – check to avoid damage to structures and utilities service apparatus – receive and pump materials safely and securely – shut down and secure concrete pumps – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out pumping and discharging operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to pump materials.			

Assessor comments

H/600/8055	Preparing and Operating Soil Stabilisers to Lay and Distribute Materials in the Workplace	Level 2	40 Credits
393Av2			

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Soil Stabilisers to Lay and Distribute Materials in the Workplace.

All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of soil stabilisers to carry out laying and distributing operations.	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, manufacturers' information, method statements and regulations and guidance applicable to laying and distributing operations.			
2 Organise with others the sequence and operation in which laying and distributing operations using soil stabilisers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during laying and distributing operations using soil stabilisers.			
3 Know how to comply with relevant legislation and official guidance to carry out laying and distributing operations with soil stabilisers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out laying and distributing operations using soil stabilisers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during laying and distributing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to laying and distributing operations, and the types, purpose and limitations of each type.			
	4.3 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.			

H/600/8055	Preparing and Operating Soil Stabilisers to Lay and Distribute	Level 2	40 Credits
393Av2	Materials in the Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out laying and distributing operations using soil stabilisers.	5.1 they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and laying and distributing aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with soil stabilisers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out laying and distributing operations using soil stabilisers.			
6 Minimise the risk of damage to the work and surrounding area when laying and distributing materials using soil stabilisers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and laying and distributing materials using soil stabilisers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure soil stabilisers.			
	7.3 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 work programme.			
8 Comply with the given contract information to lay and distribute materials using soil stabilisers to the required specification.	8.1 Demonstrate the following work skills when preparing for and laying and distributing materials using soil stabilisers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, mixing, laying, distributing and compacting.			
	8.2 Prepare, position, set up and operate soil stabilisers to mix, lay and distribute a variety of appropriate materials, in a variety of locations, to given working instructions			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the soil stabiliser used for laying and distributing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for laying and distributing – check to avoid damage to structures and utilities service apparatus – mix, lay and distribute materials safely and securely – shut down and secure soil stabiliser – use hand tools, ancillary equipment and accessories.			

H/600/8055	Preparing and Operating Soil Stabilisers to Lay and Distribute Materials in the Workplace (continued)	Level 2	40 Credits
393Av2			

	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out laying and distributing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to lay and distribute materials.			

Assessor comments

L/600/8065	Preparing and Operating Concrete Pavers to Lay and Distribute	Level 2	60 Credits
393Bv2	Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Concrete Pavers to lay and distribute a range of materials in varied situations the Workplace.

All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of concrete pavers to carry out laying and distributing operations.	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, manufacturers' information, method statements and regulations and guidance applicable to laying and distributing operations.			
2 Organise with others the sequence and operation in which laying and distributing operations using concrete pavers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during laying and distributing operations using concrete pavers.			
3 Know how to comply with relevant legislation and official guidance to carry out laying and distributing operations with concrete pavers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out laying and distributing operations using concrete pavers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during laying and distributing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to laying and distributing operations, and the types, purpose and limitations of each type.			
	4.3 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.			

L/600/8065	Preparing and Operating Concrete Pavers to Lay and Distribute	Level 2	60 Credits
393Bv2	Materials in the Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out laying and distributing operations using concrete pavers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and laying and distributing aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with concrete pavers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out laying and distributing operations using concrete pavers.			
6 Minimise the risk of damage to the work and surrounding area when laying and distributing materials using concrete pavers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and laying and distributing materials using concrete pavers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure concrete pavers.			
	7.3 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 work programme.			
8 Comply with the given contract information to lay and distribute materials using concrete pavers to the required specification.	8.1 Demonstrate the following work skills when preparing for and laying and distributing materials using concrete pavers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, mixing, laying, distributing and compacting.			
	8.2 Prepare, position, set up and operate concrete pavers to mix, lay and distribute a variety of appropriate materials, in a variety of locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the concrete paver used for laying and distributing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for laying and distributing – check to avoid damage to structures and utilities service apparatus – mix, lay and distribute materials safely and securely – shut down and secure concrete paver – use hand tools, ancillary equipment and accessories.			

L/600/8065	Preparing and Operating Concrete Pavers to Lay and Distribute	Level 2	60 Credits
393Bv2	Materials in the Workplace (continued)		

	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out laying and distributing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to lay and distribute materials.			

Assessor comments

H/600/8069	Preparing and Operating Asphalt Pavers to Lay and Distribute	Level 2	60 Credits
393Cv2	Materials in the Workplace		

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare, set up and operate Asphalt Pavers to lay and distribute a range of appropriate bituminous materials in varied situations the Workplace. All work must be carried out in accordance with legislation, following safe working practices and minimising risks to individuals and damage to the work area and surrounding environment. Candidates will be required to communicate effectively with others and also be aware of the risks, hazards and accident reporting procedures involved with this type of work. Functional checks, start-up and shut down and securing procedures are also included in this unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the use of asphalt pavers to carry out laying and distributing operations.	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, manufacturers' information, method statements and regulations and guidance applicable to laying and distributing operations.			
2 Organise with others the sequence and operation in which laying and distributing operations using asphalt pavers are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during laying and distributing operations using asphalt pavers.			
3 Know how to comply with relevant legislation and official guidance to carry out laying and distributing operations with asphalt pavers.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			
4 Maintain safe working practices when preparing for and carrying out laying and distributing operations using asphalt pavers.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during laying and distributing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to laying and distributing operations, and the types, purpose and limitations of each type.			
	4.3 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.			

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393Cv2	Materials in the Workplace (continued)		

5 Request and select the required quantity and quality of resources to prepare for and carry out laying and distributing operations using asphalt pavers.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and laying and distributing aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with asphalt pavers in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out laying and distributing operations using asphalt pavers.			
6 Minimise the risk of damage to the work and surrounding area when laying and distributing materials using asphalt pavers.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7 Complete the work within the allocated time when preparing to and laying and distributing materials using asphalt pavers.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure asphalt pavers.			
	7.3 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 work programme.			
8 Comply with the given contract information to lay and distribute materials using asphalt pavers to the required specification.	8.1 Demonstrate the following work skills when preparing for and laying and distributing materials using asphalt pavers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, mixing, laying, distributing and compacting.			
	8.2 Prepare, position, set up and operate asphalt pavers to mix, lay and distribute a variety of appropriate bituminous materials, in a variety of locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the asphalt paver used for laying and distributing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for laying and distributing – check to avoid damage to structures and utilities service apparatus – mix, lay and distribute materials safely and securely – shut down and secure asphalt paver – use hand tools, ancillary equipment and accessories.			

H/600/8069	Preparing and Operating Asphalt Pavers to Lay and Distribute Materials in the Workplace (continued)	Level 2	60 Credits
393Cv2			

	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out laying and distributing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to lay and distribute materials.			

Assessor comments

Notes

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