GQA Level 2 Certificate in Plant Operations (Construction)

Qualification Reference Number: 601/0453/3

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Personal Competence Summary

Name	Company/Centre
Job Title	GQA Registration Number

Qualification Mandatory Units

Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
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		

Qualification Optional Units

Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date

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

Observation in the workplace ☐

Records of prior experience ☐

Testimonial(s) ☐

Work Records ☐

Assessment of knowledge ☐

Witness statement(s) ☐

Photographic Evidence ☐

External Testing ☐

Passport Style Candidate Photo (Mandatory)

COMPETENCE COMPLETION SIGNATURES

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

	Name	Signature	Date
Candidate			
Lead Assessor			
Internal Verifier			
EQA			

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who are involved with the use and guidance of 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, Compacting Plant, Movement Guidance and Processing Plant.

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 two mandatory units, which have a total of 5 credits and 8 pathways.

Candidates must complete all two mandatory units and the minimum required number of credits from the appropriate pathway.

The qualification has a minimum credit value of 29 credits.

This qualification has a minimum Total Qualification Time (TQT) of 160 hours.

This qualification has a minimum Guided Learning Hours (GLH) of 29 hours.

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.

Qualification Title:	GQA Level 2 Certificate in Plant Operations (Construction)
Qualification Number (QAN):	601/0453/3

Regulatory Unit Number	Internal Unit Number	Qualification Mandatory Units	Level	Credit Value
A/503/1170	641	Conforming to General Health, Safety and Welfare in the Workplace	1	2
J/503/1169	642	Conforming to Productive Working Practices in the Workplace	2	3
Pathway 1 - Cranes and Specialist Lifting Plant- minimum of 12 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
Y/506/4600	387Av2	Preparing and Operating Compact Cranes to Lift and Transfer Loads in the Workplace	2	30
T/650/0347	387Ev3	Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace	2	30
T/506/4605	387Fv2	Preparing and Operating Overhead Cranes to Lift and Transfer Loads in the Workplace	2	18
A/506/4606	387Gv2	Preparing and Operating Excavator Cranes to Lift and Transfer Loads in the Workplace	2	30
L/506/3928	387Ov2	Preparing and Operating Hoists to Lift and Transfer Loads in the Workplace	2	12
R/506/4613	387Qv2	Preparing and Operating Lorry Loaders or Knuckle Boom Cranes to Lift and Transfer Loads in the Workplace	2	30
Y/506/4614	387Rv2	Preparing and Operating Skip Handlers to Lift and Transfer Loads in the Workplace	2	18
D/506/4615	387Sv2	Preparing and Operating Container Handlers to Lift and Transfer Loads in the Workplace	2	18
H/506/4616	387Tv2	Preparing and Operating Self-propelled Modular Transporters – SPMT – to Lift and Transfer Loads in the Workplace	2	30
Pathway - 2 Fork-lift Trucks - minimum of 16 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
F/506/4607	387Hv2	Preparing and Operating Rough Terrain Masted Forklifts to Lift and Transfer Loads in the Workplace	2	18

J/506/4608	387Jv2	Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace	2	16
L/506/7851	387Kv2	Preparing and Operating Side loader Forklifts to Lift and Transfer Loads in the Workplace	2	16
F/506/4610	387Lv2	Preparing and Operating Telescopic Handlers to Lift and Transfer Loads in the Workplace	2	25
J/506/4611	387Mv2	Preparing and Operating Reach Trucks to Lift and Transfer Loads in the Workplace	2	16
K/506/4617	387Uv2	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace	2	11
Pathway 3 - Extracting Plant- minimum of 16 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
M/506/4621	388Cv3	Preparing and Operating Wheeled Loading Shovels to Extract Loose Materials in the Workplace	2	26
F/506/4624	388Ev3	Preparing and Operating Skid Steer Loaders to Extract Loose Materials in the Workplace	2	20
Y/506/4628	388Hv3	Preparing and Operating Loader Compressors to Extract Loose Materials in the Workplace	2	16
Pathway 4 - Transporting Loads Plant- minimum of 12 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
J/506/4642	391Bv3	Preparing and Operating Forward Tipping Dumpers to Receive, Transport and Discharge Materials in the Workplace	2	16
L/506/4643	391Cv3	Preparing and Operating Rear Tipping Dump Trucks to Receive, Transport and Discharge Materials in the Workplace	2	30
R/506/4644	391Dv3	Preparing and Operating Agricultural-based Tractors for Non-agricultural Activities in the Workplace	2	20
M/506/5087	391Ev3	Preparing and Operating Trailer-mounted Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace	2	18
Y/506/4645	391Fv3	Preparing and Operating Self-propelled Bowsers to Receive, Transport and Discharge Materials in the Workplace	2	12

D/506/4646	391Gv1	Preparing and operating static concrete placing booms to discharge and place materials in the workplace	2	25
H/506/4647	391Hv1	Preparing and operating volumetric trucks to receive and transport materials in the workplace	2	30
Pathway 5 - Accessing Plant- minimum of 12 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
K/506/4648	392Av3	Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace	2	12
M/506/4649	392Bv3	Preparing and Operating Boom-type Mobile Elevating Work Platforms – MEWP – in the Workplace	2	14
H/506/4650	392Cv3	Preparing and Operating Mast Climber-type Mobile Elevating Work Platforms – MEWP – in the Workplace	2	12
Pathway 6 - Compacting Plant- minimum of 16 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
R/506/4661	394Av3	Preparing and Operating Ride-on Rollers to Compact Materials in the Workplace	2	16
Y/506/4662	394Bv3	Preparing and Operating Soil Compactors to Compact Materials in the Workplace	2	16
D/506/4663	394Cv3	Preparing and Operating Landfill Compactors to Spread and Compact Materials in the Workplace	2	25
Pathway 7 - Movement Guide- minimum of 16 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
A/506/4668	396Cv1	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	2	12
Pathway 8-Processing Plant - minimum of 12 credits if this pathway selected				
Regulatory Unit Number	**Internal Unit Number**	**Qualification Optional Units**	**Level**	**Credit Value**
A/651/1300	395A v3	Preparing and operating crushers to process materials in the workplace (Crusher)	2	16
L/651/1299	395B v3	Preparing and operating screeners to process materials in the workplace	2	12
K/651/1298	395C v3	Preparing and operating batching plant to process materials in the workplace	2	12

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 cover the scope of performance outlined for each relevant unit consistently over an appropriate period.

Some areas of assessment include:

- Knowledge of site inspections
- Understanding of the process for site inspections
- Ability to demonstrate the use of appropriate tools and equipment
- Ability to work safely and efficiently in a work environment
- Ability to communicate effectively with other members of the team

Types of evidence:

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

Potential sources of evidence:

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

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

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

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

This document indicates the requirements of approved centres delivering GQA qualifications and/or units of credit. This document complements the appropriate SSC Assessment Strategy linked to this qualification.

1. Equality of Opportunity

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

2. Recognised/Approved Assessment Centres

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

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

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

2.2 Assessors and Verifiers

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

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

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

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

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centre's ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.
New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that various locations can be seen to satisfy the national requirements.

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

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

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

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

3. Qualification/Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit.

It is the candidate's responsibility to demonstrate competence and to do this they must:

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

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

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.
The specific combination of units necessary to achieve a qualification is detailed in the qualification structure.
Certificates of Unit Credit can be awarded when candidates achieve anyone, or more, units from the qualification. The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number required. GQA recommend holistic assessment.

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

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

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

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

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to decide

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

5. Performance Evidence

Performance evidence can be what the individual produces, or the way the individual achieves the standard.

One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected, and the candidate can be asked questions about them.

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

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

Performance evidence can be:

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

The exceptions this are:

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

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

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.
It should not be necessary to test all the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.
Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

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

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

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

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

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

I will collect and record relevant evidence.

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

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

Candidate signature.....

Date.....

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 several units of competence.

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

Conforming to General Health, Safety and Welfare in the workplace							
GQA Ref	641	**Regulatory Ref**	A/503/1170	**Level**	1	**Credit Value**	2

Aims

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.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. 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			
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/Feedback

Conforming to Productive Working Practices in the Workplace							
GQA Ref	642	**Regulatory Ref**	J/503/1169	**Level**	2	**Credit Value**	3

Aims

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 understand how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. 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			
	3.1 Complete relevant documentation according to the occupation as required by the organisation			

3. Maintain relevant records in accordance with the organisational procedures	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: • job cards • worksheets • material/resource lists • time sheets			
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales			
4. Maintain good working relationships when conforming to productive working practices	4.1 Carry out work productively, to the agreed 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/Feedback

Preparing and Operating Compact Cranes to Lift and Transfer Loads in the Workplace							
GQA Ref	387Av2	**Regulatory Ref**	Y/506/4600	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations with compact cranes, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of compact cranes to lift, transfer and place loads	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 compact crane operations			
2.Organise with others the sequence and operation in which lifting operations using compact cranes 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 lifting operations with compact cranes			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 lifting operations using compact cranes	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to compact crane use, 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 lifting operations using compact cranes	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with compact cranes 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with compact cranes			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure compact cranes			

	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 lift, transfer and place loads using compact cranes to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using compact cranes: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate compact cranes to lift, transfer and place a variety of loads in the workplace, 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 crane for the lifting operation • 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 • operate and move (where applicable) the crane identify characteristics, type, weight and positioning of loads for lifting and transferring secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the crane • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace							
GQA Ref	387Ev3	**Regulatory Ref**	T/650/0347	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to prepare, set up and operate remote controlled tower cranes to lift, transfer and place a variety of loads to given working instructions.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of remote-controlled tower cranes to lift, transfer and place loads	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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 remote-control tower cranes to lift and transfer loads			
2. Organise with others the sequence and operation in which lifting operations using remove-controlled tower cranes are 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 lifting operations with remote controlled tower cranes			
3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using remote controlled tower cranes	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 or materials and by manual handling and mechanical lifting			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relations 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 lifting operations using remote controlled tower cranes	4.1 Use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using remote controlled tower cranes 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 • safe use and storage of lifting accessories • specific risks to health			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to remote controlled tower crane 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 lifting operations using remote controlled tower cranes	5.1 Request and select resources associated with remote controlled tower cranes in relation to consumables, materials, 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 lifting accessories			

	• 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 method of work			
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out lifting operations with remote controlled tower cranes			
6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads	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 workspace			
	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, manufacturer's information, statutory regulations and official guidance			
7. Complete the work within the allocated time when preparing to and lifting and transferring loads	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			
8. Comply with the given contract information to lift, transfer and place loads using remote controlled tower cranes to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using remote controlled tower cranes: • checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare, set up and operate remote controlled tower cranes to lift, transfer and place a variety of loads to given working instructions			
	8.4 Shut down and secure remote controlled tower cranes			
	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 crane for the lifting and transferring operation • identify valid certification for maintenance, inspection and thorough examination • lift and transfer people • carry out function checks for lifting and transferring loads • prepare, set up and reconfigure for various loads and locations • carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area • identify characteristics, type, weight and position of loads for lifting and transferring • recognise and determine when specific skills and knowledge are required and report accordingly secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability, security and release • attach and remove guide ropes and aids • be on the public highway • shut down and secure the crane • use hand tools and ancillary equipment • use, handle and store lifting accessories			
	8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads			
	8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Overhead Cranes to Lift and Transfer Loads in the Workplace							
GQA Ref	387Fv2	**Regulatory Ref**	T/506/4605	**Level**	2	**Credit Value**	18

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Overhead Cranes, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of overhead cranes to lift, transfer and place loads	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 overhead crane operations			
2. Organise with others the sequence and operation in which lifting operations using overhead cranes 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 the lifting operations with overhead cranes			
3 Know how to comply with relevant legislation and official guidance when carrying out listing operations	3.1 Describe their responsibilities under current legislation and official guidance whilst working: • in the workplace, below ground level, at height, in controlled 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 lifting operations using overhead cranes	4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used relating to overhead crane use 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 and other task-related hazards			
5. Request and select the required quantity and quality or resources to prepare for and carry out lifting operations using overhead cranes	5.1 Describe the characteristics, quality, uses and defects associated with the resources and how they should be used correctly, relating to: • consumables, lubricants and fuels • attachments and lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with overhead cranes in relations 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 the organisational procedures are used			
	5.4 Outline potential hazards associated with the resources and method of work			
	5.5 Describe how to calculate weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with overhead cranes			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shutdown and secure overhead cranes			

	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 listing operation			
8. Comply with the given contract information to lift, transfer and place loads using overhead cranes to the required specification	8.1 Demonstrate the following work skills when preparing for lifting, transferring and placing loads using overhead cranes: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate overhead cranes to lift, transfer and place a variety of loads in the workplace 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 crane for the lifting operation • 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 • operate and move (where applicable) the crane • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the crane • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Excavator Cranes to Lift and Transfer Loads in the Workplace							
GQA Ref	387Gv2	**Regulatory Ref**	A/506/4606	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Excavator Cranes, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of excavator cranes to lift transfer and place loads	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturer's 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 excavator crane operations			
2. Organise with others the sequence and operation in which lifting operations using excavator cranes 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 lifting operations with excavator cranes			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 or			

	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 lifting operations using excavator cranes	4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used relating to excavator crane use and the types of 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 lifting operations using excavator cranes	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with excavator cranes 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with excavator cranes			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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			
	7.1 Demonstrate completion of the work within the allocated time			

7. Complete the work within the allocated time when preparing to and lifting and transferring loads	7.2 Shut down and secure excavator cranes			
	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 lift, transfer and place loads using excavator cranes to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using excavator cranes: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate excavator cranes to lift, transfer and place a variety of loads and/or materials in the workplace, 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 crane for the lifting operation • 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 • operate and move (where applicable) the crane identify characteristics, type, weight and positioning of loads for lifting and transferring secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the crane • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Hoists to Lift and Transfer Loads in the Workplace							
GQA Ref	387Ov2	**Regulatory Ref**	L/506/3928	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Hoists, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of hoists to lift and transfer loads	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 hoist operations			
2. Organise with others the sequence and operation in which lifting operations using hoists 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 lifting operations with hoists			
3. Know how to comply with relevant legislation and official guidance when carrying out hoist operations	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 lifting operations using hoists	4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during hoist operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used relating to hoist use 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 lifting operations using hoists	5.1 Describe the characteristics, quality, uses, limitations and defects associates with the resources and how they should be used correctly relating to: • consumables, lubricants and fuels • attachments and lifting acids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with hoists in relations 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 organisations procedures are used			
	5.4 Outline potential hazards associated with the resources and method of work			
	5.5 Describe how to calculate weight, bearing pressure, length and area associated with the method/procedure to carry out listing operations using hoists			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads using hoists	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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			
	7.1 Demonstrate completion of the work within the allocated time			

7. Complete the work within the allocated time when preparing to and lifting and transferring loads	7.2 Shut down secure hoists			
	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 lift and transfer loads using hoists to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using hoists: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, listing, transferring and setting down			
	8.2 Prepare, set up and operate hoists to lift, transfer and deliver a variety or loads and personnel (where applicable) in the workplace, at various levels or heights 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 hoist for the lifting operation • 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 • operate and move (where applicable) the hoist • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the hoist • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Lorry Loaders or Knuckle Booms to Lift and Transfer Loads in the Workplace							
GQA Ref	R/506/4613	**Regulatory Ref**	387Qv2	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Lorry Loaders or Knuckle Boom Cranes, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of lorry loaders/knuckle boom cranes to lift, transfer and place loads	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 lorry loader/knuckle boom crane operations			
2. Organise with others the sequence and operation in which lifting operations using lorry loaders/knuckle boom cranes 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 lifting operations with lorry loaders/knuckle boom cranes			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 lifting operations using lorry loaders/ knuckle boom cranes	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to lorry loader/knuckle boom crane use, 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 lifting operations using lorry loaders/knuckle boom cranes	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with lorry loaders/ knuckle boom cranes 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with lorry loaders/knuckle boom cranes			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure lorry loader/knuckle boom crane			
	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 lift, transfer and place loads using lorry loaders/knuckle boom cranes to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using lorry loaders/knuckle boom cranes: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate lorry loaders/knuckle boom cranes to lift, transfer and place a variety of loads in the workplace, 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 crane for the lifting operation • 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 • operate and move (where applicable) the crane identify characteristics, type, weight and positioning of loads for lifting and transferring secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the crane • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Skip Handlers to Lift and Transfer Loads in the Workplace							
GQA Ref	387Rv2	**Regulatory Ref**	Y/506/4614	**Level**	2	**Credit Value**	18

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Skip Handlers, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of skip handlers to lift, transfer and place loads	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 skip handler operations			
2. Organise with others the sequence and operation in which lifting operations using skip handlers 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 lifting operations with skip handlers			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 lifting operations using skip handlers	4.1 4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to skip handler use, 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 lifting operations using skip handlers	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with skip handlers 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with skip handlers			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure skip handlers			
	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 lift, transfer and place loads using skip handlers to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using skip handlers: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate skip handlers to lift, transfer and place a variety of loads in the workplace, 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 skip handler for the lifting operation • 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 • operate and move (where applicable) the skip handler • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the skip handler • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Container Handlers to Lift and Transfer Loads in the Workplace							
GQA Ref	387Sv2	**Regulatory Ref**	D/506/4615	**Level**	2	**Credit Value**	18

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Container Handlers, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of container handlers to lift, transfer and place loads	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 container handler operations			
2. Organise with others the sequence and operation in which lifting operations using container handlers 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 lifting operations with container handlers			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 lifting operations using container handlers	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to container handler use, 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 lifting operations using container handlers	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with container handlers 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with container handlers			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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			
	7.1 Demonstrate completion of the work within the allocated time			

7. Complete the work within the allocated time when preparing to and lifting and transferring loads	7.2 Shut down and secure container handlers			
	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 lift, transfer and place loads using container handlers to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using container handlers: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate container handlers to lift, transfer and place a variety of loads in the workplace, 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 crane for the lifting operation • 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 • operate and move (where applicable) the crane identify characteristics, type, weight and positioning of loads for lifting and transferring secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the crane • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Self-propelled Modular Transporters – SPMT – to Lift and Transfer Loads in the Workplace							
GQA Ref	387Tv2	**Regulatory Ref**	H/506/4616	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Self Propelled Modular Transporters (SPMT), including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of Self-Propelled Modular Transporters SPMTs to lift, transfer and place loads	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 SPMT operations			
2. Organise with others the sequence and operation in which lifting operations using SPMTs 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 lifting operations with SPMTs			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations	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 lifting operations using SPMTs	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to SPMT use, 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 lifting operations using SPMTs	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with SPMTs 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 weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with SPMTs			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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			
	7.1 Demonstrate completion of the work within the allocated time			

7. Complete the work within the allocated time when preparing to and lifting and transferring loads	7.2 Shut down and secure SPMTs			
	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 lift, transfer and place loads using SPMTs to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using self-propelled modular transporters: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate SPMTs to lift, transfer and place a variety of loads in the workplace, 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 SPMT for the lifting operation • 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 • operate and move (where applicable) the SPMT • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the SPMT • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace							
GQA Ref	387Hv2	**Regulatory Ref**	F/506/4607	**Level**	2	**Credit Value**	18

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Rough Terrain Masted Forklifts, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of rough terrain masted forklifts to lift, transfer and place loads	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 rough terrain masted forklift operations			
2. Organise with others the sequence and operation in which rough terrain masted forklift operations 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 forklift operations			
3. Know how to comply with relevant legislation and official guidance when carrying out lifting and transferring loads with rough terrain masted forklifts	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 forklift operations with rough terrain masted types	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during rough terrain masted forklift operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to rough terrain masted forklift use, 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 forklift operations with rough terrain masted types	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with rough terrain masted forklifts 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 weight, bearing pressure, length and area associated with the method/procedures to lift and transfer loads using rough terrain masted forklifts			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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			
	7.1 Demonstrate completion of the work within the allocated time			

7. Complete the work within the allocated time when preparing to and lifting and transferring loads	7.2 Shut down and secure rough terrain masted forklifts			
	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 lift, transfer and place loads using rough terrain masted forklifts to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using rough terrain masted forklifts: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare and operate rough terrain masted forklift to lift, transfer and place a variety of loads in the workplace, 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 machine for the forklift operation • 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 • operate and move the rough terrain masted forklift • identify characteristics, type, weight and positioning of loads for lifting and transferring secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the rough terrain masted forklift • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace							
GQA Ref	387Jv2	**Regulatory Ref**	J/506/4608	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Industrial Forklifts; the unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

More specifically candidates must be assessed for skills and knowledge of checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down a variety of loads and how to shut down and secure the forklift.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of industrial forklift trucks to lift, transfer and place loads	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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 industrial forklift trucks to lift and transfer loads			
2. Organise with others the sequence and operation in which industrial forklift truck operations 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 forklift operations			
3. Know how to comply with relevant legislation and official guidance when lifting and	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:			

transferring loads with industrial forklift trucks	• 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 forklift operations with industrial forklift trucks	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 industrial forklift truck operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out forklift operations using industrial forklift trucks 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 • safe use and storage of lifting accessories • specific risks to health			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to industrial forklift truck 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 forklift operations with industrial forklift trucks	5.1 Request and select resources associated with industrial forklift trucks in relation to consumables, materials, 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 fuel • attachments and lifting accessories			

	• 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 method of work			
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to lift and transfer loads with industrial forklift trucks			
6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads	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 workspace			
	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 lifting and transferring loads	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			
8. Comply with the given contract information to lift, transfer and place loads using industrial forklift trucks to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads with industrial forklift trucks: • checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare and operate industrial forklift trucks to lift, transfer and place a variety of loads to given working instructions			
	8.4 Shut down and secure industrial forklift trucks			

	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 machine for the forklift operation • identify valid certification for maintenance, inspection and thorough examination • lift and transfer people • carry out function checks for lifting and transferring loads • prepare, set up and reconfigure for various loads and locations • carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area • identify characteristics, type, weight and position of loads for lifting and transferring			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when specific skills and knowledge are required and report accordingly secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability, security and release • attach and remove guide ropes and aids • be on the public highway • shut down and secure the industrial forklift truck use hand tools and ancillary equipment • use, handle and store lifting accessories			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and operating side-loader forklifts to lift and transfer loads in the workplace							
GQA Ref	387Kv2	**Regulatory Ref**	L/506/7851	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Side-loader Forklifts, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of side-loaders to lift, transfer and place loads	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 side-loader operations			
2. Organise with others the sequence and operation in which side-loader operations 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 operations			
	2.4 State how to organise resources prior to and during forklift operations			
3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with side-loaders	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 forklift operations with side-loader types	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during side-loader operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to rough terrain masted forklift use, 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 forklift operations with side-loader types	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with side-loader forklifts 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 weight, length and area associated with the method/procedures to lift and transfer loads using side-loaders			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure side-loader			

	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 lift, transfer and place loads using side-loaders to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using side-loaders: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare and operate side-loaders to lift, transfer and place a variety of loads in the workplace, 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 machine for the forklift operation • 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 • operate and move the side-loader • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the side-loader • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Telescopic Handlers to Lift and Transfer Loads in the Workplace							
GQA Ref	387Lv2	**Regulatory Ref**	F/506/4610	**Level**	2	**Credit Value**	25

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Telescopic Handlers, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of telescopic handlers to lift, transfer and place loads	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 telescopic handler operations			
2. Organise with others the sequence and operation in which telescopic handlers' operations 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 telescopic handler operations			
3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads	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 telescopic handler operations	4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during telescopic handler operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to telescopic handler use, 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 telescopic handler operations	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with telescopic handlers 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 weight, length and area associated with the method/procedures to lift and transfer loads using telescopic handlers			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure telescopic handlers			

	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 lift, transfer and place loads using telescopic handlers to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using telescopic handlers: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate telescopic handlers to lift, transfer and place a variety of loads in the workplace, 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 telescopic handler for the lifting operation • 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 • operate and move the tele-handler • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the tele-handler • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Reach Trucks to Lift and Transfer Loads in the Workplace							
GQA Ref	387Mv2	**Regulatory Ref**	J/506/4611	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations using Reach Trucks, including the checks to make on equipment and resources.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of reach trucks to lift, transfer and place loads	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 reach truck operations			
2. Organise with others the sequence and operation in which reach truck operations 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 forklift truck operations			
3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with reach trucks	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 forklift operations with masted reach types	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during reach trucks operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to reach truck use, 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 forklift operations with masted reach types	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 lifting aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with reach trucks 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 weight, length and area associated with the method/procedures to carry, lift and transfer loads using reach trucks			
6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 lifting and transferring loads	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure reach trucks			

	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 lift, transfer and place loads using reach trucks to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using reach trucks: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Prepare, set up and operate reach trucks to lift, transfer and place a variety of loads in the workplace, 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 reach truck for the forklift operation • 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 • operate and move the reach truck • identify characteristics, type, weight and positioning of loads for lifting and transferring • secure and balance loads for lifting and moving • lift, remove and transfer loads • position, place and set downloads • confirm load stability and security • shut down the reach truck • 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 for and lifting and transferring loads			
	8.6 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace							
GQA Ref	387Uv2	**Regulatory Ref**	K/506/4617	**Level**	2	**Credit Value**	11

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out lifting operations with ergonomic manipulating machines, including checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.

The unit includes communicating with others to plan the sequence of work and lift, transfer and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of ergonomic manipulating machines to lift, transfer and place loads	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, 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 ergonomic manipulating machines to lift and transfer loads			
2. Organise with others the sequence and operation in which lifting operations using ergonomic manipulating machines 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 lifting operations with ergonomic manipulating machines			

3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using ergonomic manipulating machines	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 lifting operations using ergonomic manipulating machines	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements during lifting operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using ergonomic manipulating machines 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 • safe use and storage of lifting accessories • specific risks to health			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to ergonomic manipulating machine 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 lifting operations using ergonomic manipulating machines	5.1 Request and select resources associated with ergonomic manipulating machines in relation to consumables, materials, 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 lifting accessories • 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 weight, quantity, length and area associated with the method/procedures to carry out lifting operations with ergonomic manipulating machines			
6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads	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 workspace			
	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 lifting and transferring loads	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			
8. Comply with the given contract information to lift, transfer and place loads using ergonomic manipulating machines to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines: – checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			

	8.3 Prepare, set up and operate ergonomic manipulating machines to lift, transfer and place a variety of loads to given working instructions			
	8.4 Shut down and secure ergonomic manipulating machines			
	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 ergonomic manipulating machine for the lifting and transferring operation • identify valid certification for maintenance, inspection and thorough examination • lift and transfer people • carry out function checks for lifting and transferring loads • prepare, set up and reconfigure for various loads and locations • carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area • identify characteristics, type, weight and position of loads for lifting and transferring			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when specific skills and knowledge are required and report accordingly • secure and balance loads for lifting • lift, remove and transfer loads • position, place and set downloads • confirm load stability, security and release • attach and remove guide ropes and aids • be on the public highway • shut down and secure the ergonomic manipulating machine • use hand tools and ancillary equipment • use, handle and store lifting accessories			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads			

Assessor Comments/Feedback

Preparing and Operating Reach Trucks to Lift and Transfer Loads in the Workplace							
GQA Ref	388Cv3	**Regulatory Ref**	M/506/4621	**Level**	2	**Credit Value**	26

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Wheeled Loading Shovels to extract and load and/or stockpile loose materials.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of wheeled 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 loading shovel extracting operations			
2. Organise with others the sequence and operation in which extracting operations using wheeled loading shovels are to be carried out	2.1 Organise the work according to given information or instruction			
	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 wheeled loading shovels			
3. Know how to comply with relevant legislation and official guidance to carry out extracting	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			

operations with wheeled loading shovels	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 wheeled 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			
5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using wheeled 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 wheeled 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 wheeled loading shovels			
6. Minimise the risk of damage to the work and surrounding area when extracting materials using wheeled loading shovels	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 wheeled loading shovels	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure wheeled 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 wheeled loading shovels to the required specification	8.1 Demonstrate the following work skills when preparing for and extracting loose materials using wheeled 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 wheeled loading shovels to given working instructions: • extract 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 wheeled loading shovel 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 wheeled 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/Feedback

Preparing and Operating Skid Steer Loaders to Extract Loose Materials in the Workplace							
GQA Ref	388Ev3	**Regulatory Ref**	F/506/4624	**Level**	2	**Credit Value**	20

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Skid Steer Loaders to extract and load and/or stockpile loose materials.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of skid steer loaders 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 skid steer loaders 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 skid steer loaders			
3. Know how to comply with relevant legislation and official guidance to carry out extracting operations with skid steer loaders	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 skid steer loader	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 skid steer loader	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 skid steer loaders 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 skid steer loaders			
6. Minimise the risk of damage to the work and surrounding area when extracting materials using skid steer loaders	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 work			

7. Complete the work within the allocated time when preparing to and extracting materials using skid steer loaders	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure skid steer loaders			
	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 circumstanced which will affect the work programme			
8. Comply with the given contract information to extract materials using skid steer loaders to the required specification	8.1 Demonstrate the following work skills when preparing for and extracting loose materials using skid steer loaders: • 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 skid steer loaders to given working instructions: • extract 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 skid steer loader 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 skid steer loader • 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/Feedback

Preparing and Operating Skid Steer Loaders to Extract Loose Materials in the Workplace							
GQA Ref	388Hv3	**Regulatory Ref**	Y/506/4628	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Loader Compressors to extract and load and/or stockpile loose materials.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of loader compressors 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 loader compressor extracting operations			
2. Organise with others the sequence and operation in which extracting operations using loader compressors 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 loader compressors			
3. Know how to comply with relevant legislation and official guidance to carry out extracting operations with loader compressors	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 loader compressors	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 loader compressors	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 loader compressors 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 loader compressors			
6. Minimise the risk of damage to the work and surrounding area when extracting materials using loader compressors	6.1 Protect the work and its surrounding area from damage			
	6.4 Minimise damage and maintain a clean workspace			
	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 loader compressors	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure loader compressors			
	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 loader compressors to the required specification	8.1 Demonstrate the following work skills when preparing for and extracting loose materials using loader compressors: • 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 loader compressors 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 loader compressor 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 loader compressor • 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/Feedback

Preparing and Operating Forward Tipping Dumpers to Receive, Transport and Discharge Materials in the Workplace							
GQA Ref	391Bv3	**Regulatory Ref**	J/506/4642	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Forward Tipping Dumpers to Receive, Transport and Discharge Materials in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1 Interpret the given information relating to the use of forward tipping dumpers to carry out transporting 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 transporting and discharging operations			
2 Organise with others the sequence and operation in which transporting and discharging operations using forward tipping dumpers 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 transporting and discharging operations using forward tipping dumpers			
3 Know how to comply with relevant legislation and official guidance to carry out transporting and	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			

discharging operations with forward tipping dumpers	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 transporting and discharging operations using forward tipping dumpers	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during transporting and discharging operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to transporting and discharging 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 transporting and discharging operations using forward tipping dumpers	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, transporting and discharging aids hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with forward tipping dumpers 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 transporting and discharging operations using forward tipping dumpers			
6 Minimise the risk of damage to the work and surrounding area when transporting and discharging materials using forward tipping dumpers	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 transporting and discharging materials using forward tipping dumpers	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure forward tipping dumpers			
	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 receive, transport and discharge materials using forward tipping dumpers to the required specification	8.1 Demonstrate the following work skills when preparing for and transporting and discharging loose materials using forward tipping dumpers: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, receiving, transporting and depositing			
	8.2 Prepare, position, set up and operate forward tipping dumpers to receive, transport and discharge loads 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 forward tipping dumper used for transporting 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 discharging • check to avoid damage to structures and utilities service apparatus • receive, transport and discharge materials safely and securely • shut down and secure forward tipping dumper • 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 transporting and discharging operations			
	8.6 Describe how to maintain the plant, tools and equipment used to transport and discharge materials			

Assessor Comments/Feedback

Preparing and Operating Rear Tipping Dump Trucks to Receive, Transport and Discharge Materials in the Workplace							
GQA Ref	391Cv3	**Regulatory Ref**	L/506/4643	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Rear Tipping Dumpers to Receive, Transport and Discharge Materials in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of rear tipping dump trucks to carry out transporting 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 rick 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 or information, their source and how they are interpreted in relation to: • drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to dump trucks transporting and discharging operations			
2. Organise with others the sequence and operation in which transporting and discharging operations using rear tipping dump trucks 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 transporting and discharging operations using rear tipping dump trucks			
3. Know how to comply with relevant legislation and official guidance to carry out transporting	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			

and discharging operation with rear tipping dump trucks	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 transporting and discharging operation using rear tipping dump trucks	4.1 Use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during transporting and discharging operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to transporting and discharging 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 transporting and discharging operations using rear tipping dump trucks	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 transport and discharging aids • hand tools, ancillary equipment/and or accessories			
	5.2 Request and select resources associated with rear tipping dump trucks 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 transporting and discharging operations using rear tipping dump trucks			
6. Minimise the rick of damage to the work and surrounding area when transporting and discharging materials using rear tipping dump trucks	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 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 transporting and discharging materials using rear tipping dump trucks	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure rear tipping dump trucks			
	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 receive, transport and discharge materials using rear tipping dump trucks to the required specification	8.1 Demonstrate the following work skills when preparing for and discharging materials using rear tipping dump trucks: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, receiving, transporting and discharging			
	8.2 Prepare, position, set up and operate rear tipping dump trucks to receive, transport and discharge materials 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 rear tipping dump truck used for transporting 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 discharging • check to avoid damage to structures and utilities service apparatus • receive, transport and discharge materials safely and securely • shut down and secure rear tipping dump trucks • 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 transporting and discharging operations			

	8.6 Describe how to maintain the plant, tools and equipment used to transport and discharge materials			

Assessor Comments/Feedback

Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace							
GQA Ref	391Dv3	**Regulatory Ref**	R/506/4644	**Level**	2	**Credit Value**	20

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out non-agricultural activities with tractors with towed equipment; this includes, checking, adjusting, communicating, manoeuvring, positioning, receiving, transporting, depositing and cleaning.

The unit includes communicating with others to plan the sequence of work and receive, transfer and deposit loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use or tractors with towed equipment to carry out non-agricultural activities	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 tractors and towed equipment			
2. Organise with others the sequence and operation in which non-agricultural activities using tractors with towed equipment 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 non-agricultural activities			
3. Know how to comply with relevant legislation and official guidance when carrying out non-agricultural activities using tractors with towed equipment	3.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: • in the workplace, below ground level, in confined spaces, at height, with tools,			

	equipment, with materials and substances, with movement/storage or materials and by manual handlings 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 non-agricultural activities using tractors with towed equipment	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 non-agricultural activities			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out non-agricultural activities using tractors with towed equipment 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to tractors with towed equipment 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 non-agricultural activities using tractors with towed equipment	5.1 Request and select resources associated with tractors with towed equipment in relation to consumables, materials, 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 load coverings • 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 weight, quantity, pressure, length and area associated with the method/procedures to carry out non-agricultural activities			
6. Minimise the risk of damage to the work and surrounding area when preparing to and carrying out non-agricultural activities	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 workspace			
	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 non-agricultural activities using tractors with towed equipment	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			
8. Comply with the given contract information to carry out non-agricultural activities using tractors with towed equipment to the required specification	8.1 Demonstrate the following work skills when preparing for and carrying out non-agricultural activities using tractors with towed equipment: • checking, adjusting, communicating, manoeuvring, positioning, receiving, transporting, depositing and cleaning			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare to position, set up and operate tractors with towed equipment to undertake non-agricultural activities to given working instructions			
	8.4 Shut down and secure tractors with towed equipment			
	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 tractors with towed equipment used for non-agricultural work • carry out function checks to receive and transport loads • identify characteristics, type and volume of loads 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 • recognise and determine when specific skills and knowledge are required and report accordingly			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the area or work • check to avoid damage to structures and utilities service apparatus • receive, secure and balance loads for movement safely and securely • transport and deposit loads • be on the public highway • shut down and secure the tractor • 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 to and carrying out non-agricultural activities			
	8.8 Describe how to maintain the plant and machinery, hand tools and ancillary equipment used for non-agricultural activities			

Assessor Comments/Feedback

Preparing and Operating Trailer-mounted Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace							
GQA Ref	391Ev3	**Regulatory Ref**	M/506/5087	**Level**	2	**Credit Value**	18

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Trailer-mounted Concrete Pumps to Receive, Pump and Discharge Materials in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the 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 concrete pumping 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 concrete pumping operations with concrete pumps	3.1 Describe their responsibilities under current legislation and official guidance whilst working			
	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			
	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 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 workspace			
	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 trailer-mounted 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			
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, check the positioning of and operate trailer-mounted 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 and discharge materials			

Assessor Comments/Feedback

Preparing and Operating Self-propelled Bowsers to Receive, Transport and Discharge Materials in the Workplace							
GQA Ref	391Fv3	**Regulatory Ref**	Y/506/4645	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Self-propelled Bowsers to Receive, Transport and Discharge fluids in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of self-propelled bowsers to carry out transporting 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 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			
	1.4 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 transporting and discharging operations			
2. Organise with others the sequence and operation in which transporting and discharging operations using self-propelled bowsers 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 transporting and discharging operations using self-propelled bowsers			
3. Know how to comply with relevant legislation and official guidance to carry out transporting	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, in			

and discharging operations with self-propelled bowsers	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 transporting and discharging operations using self-propelled bowsers	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during transporting and discharging operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to transporting and discharging 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 transporting and discharging operations using self-propelled bowsers	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 transporting and discharging aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with self-propelled bowsers 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 transporting and discharging operations using self-propelled bowsers			
6. Minimise the risk of damage to the work and surrounding area when transporting and discharging materials using self-propelled bowsers	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 transporting and discharging materials using self-propelled bowsers	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure self-propelled bowsers			
	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 receive, transport and discharge materials using self-propelled bowsers to the required specification	8.1 Demonstrate the following work skills when preparing for and transporting and discharging materials using self-propelled bowsers: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, receiving, transporting and discharging			
	8.2 Prepare, set up, position and operate self-propelled bowsers to receive, transport and discharge fluid materials to given working instructions			
	Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the characteristics of the self-propelled bowsers used for transporting 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 discharging • check to avoid damage to structures and utilities service apparatus • receive, transport and discharge materials safely and securely • shut down and secure self-propelled bowsers • 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 transporting and discharging operations			

	8.6 Describe how to maintain the plant, tools and equipment used to transport and discharge fluid materials			

Assessor Comments/Feedback

Preparing and operating static concrete placing booms to discharge and place materials in the workplace							
GQA Ref	391Gv1	**Regulatory Ref**	D/506/4646	**Level**	2	**Credit Value**	25

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry out concrete placing operations with static concrete placing booms, including checking, adjusting, communicating, manoeuvring, positioning, receiving, discharging, depositing, placing and cleaning.

The unit includes communicating with others to plan the sequence of work and discharge and place loads in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of static concrete placing booms to carry out concrete placing 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 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 static concrete placing booms			
2. Organise with others the sequence and operation in which concrete placing operations using placing booms 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 concrete placing operations			
3. Know how to comply with relevant legislation and official guidance when carrying out concrete	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working			

placing operations using placing booms	• 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 concrete placing operations using placing booms	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 concrete placing operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out concrete placing operations using static concrete placing booms 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to concrete placing boom 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 concrete placing operations using placing booms	5.1 Request and select resources associated with placing booms in relation to consumables, materials, 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 load coverings			

	• 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 weight, quantity, length and area associated with the method/procedures to carry out concrete placing operations			
6. Minimise the risk of damage to the work and surrounding area when preparing to and placing 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 workspace			
	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 placing materials using placing booms	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			
8. Comply with the given contract information to prepare, discharge and place materials using placing booms to the required specification	8.1 Demonstrate the following work skills when preparing for discharging and placing materials using static concrete placing booms: • checking, adjusting, communicating, manoeuvring, positioning, receiving, discharging, depositing, placing and cleaning			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare to, position, set up, check the positioning of and operate static concrete placing booms to receive, discharge and place materials, at various locations, to given working instructions			

	8.4 Shut down and secure static concrete placing booms			
	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 placing boom used for discharging work • carry out function checks to receive, discharge and place loads • identify characteristics, type and volume of loads to discharge and place • 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 • recognise and determine when specific skills and knowledge are required and report accordingly			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the area for pouring • check to avoid damage to structures and utilities service apparatus • receive and place loads safely and securely • be on the public highway • shut down and secure the placing boom • 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 to and carrying out concrete placing operations			
	8.8 Describe how to maintain the plant and machinery, hand tools and ancillary equipment used for concrete placing operations			

Assessor Comments/Feedback

Preparing and operating volumetric trucks to receive and transport materials in the workplace							
GQA Ref	391Hv1	**Regulatory Ref**	H/506/4647	**Level**	2	**Credit Value**	30

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and operate volumetric trucks, including checking, adjusting, communicating, manoeuvring, positioning, receiving, depositing, pumping, discharging and cleaning.

The unit includes communicating with others to plan the sequence of work and receive and transfer materials in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of volumetric trucks to carry out receiving and transporting 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 volumetric trucks			
2. Organise with others the sequence and operation in which receiving and transporting operations using volumetric trucks 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 receiving and transporting operations			
3. Know how to comply with relevant legislation and official guidance when carrying out receiving and transporting operations using volumetric trucks	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 receiving and transporting operations using volumetric trucks	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 receiving and transporting operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out receiving and transporting operations using volumetric trucks 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to volumetric truck 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 receiving and transporting operations using volumetric trucks	5.1 Request and select resources associated with volumetric trucks in relation to consumables, materials, 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 load coverings • 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 weight, quantity, length and area associated with the method/procedures to carry out receiving and transporting operations			
6. Minimise the risk of damage to the work and surrounding area when preparing to and receiving and transporting 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 workspace			
	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 receiving and transporting materials using volumetric trucks	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			
8. Comply with the given contract information to receiving and transporting materials using volumetric trucks to the required specification	8.1 Demonstrate the following work skills when preparing for and receiving and transporting materials using volumetric trucks: • checking, adjusting, communicating, manoeuvring, positioning, receiving, depositing, pumping, discharging and cleaning			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare to, position, set up and operate volumetric trucks to receive and transport materials, to various locations, to given working instructions			
	8.4 Shut down and secure volumetric trucks			

	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 volumetric trucks used for receiving and transporting work • carry out function checks to receive and transport loads • identify characteristics, type and volume of loads to receive and transport • 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 • recognise and determine when specific skills and knowledge are required and report accordingly			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the area for transportation • check to avoid damage to structures and utilities service apparatus • receive, secure and balance loads for transport safely and securely • transport and deposit loads • be on the public highway • shut down and secure the volumetric truck • 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 to and carrying out receiving and transporting operations			
	8.8 Describe how to maintain the plant and machinery, hand tools and ancillary equipment used for receiving and transporting operations			

Assessor Comments/Feedback

Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace							
GQA Ref	392Av3	**Regulatory Ref**	K/506/4648	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of scissor-type MEWPs to access areas to carry out the work	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 accessing operations			
2. Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs 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 accessing operations			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with scissor-type MEWPs	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 accessing operations using scissor-type MEWPs	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing 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 accessing operations using scissor-type MEWPs	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 accessing discharging aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with scissor-type MEWPs 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 accessing operations			
6. Minimise the risk of damage to the work and surrounding area when accessing work areas using scissor-type MEWPs	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 accessing work areas using scissor-type MEWPs	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure scissor-type MEWPs			
	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 accessing areas to carry out work using scissor-type MEWPs to the required specification	8.1 Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down			
	8.2 Prepare, position, set up and operate scissor-type MEWPs to access working areas, 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 scissor-type MEWP used for accessing 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 accessing • check to avoid damage to structures and utilities service apparatus • access working areas safely and securely • shut down and secure the scissor-type MEWP • 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 accessing operations			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas			

Assessor Comments/Feedback

Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace							
GQA Ref	392Bv3	**Regulatory Ref**	M/506/4649	**Level**	2	**Credit Value**	14

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Boom-type Mobile Elevating Work Platforms – MEWP – in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of boom-type MEWPs to access areas to carry out the work	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 accessing operations			
2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs 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 accessing operations			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs	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 accessing operations using boom-type MEWPs	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing 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 accessing operations using boom-type MEWPs	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 accessing discharging aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with boom-type MEWPs 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 accessing operations			
6 Minimise the risk of damage to the work and surrounding area when accessing work areas using boom-type MEWPs	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 accessing work areas using boom-type MEWPs	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure boom-type MEWPs			
	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 accessing areas to carry out work using boom-type MEWPs to the required specification	8.8.1 Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down			
	8.2 Prepare, position, set up and operate boom-type MEWPs to access working areas, 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 boom-type MEWP used for accessing 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 accessing • check to avoid damage to structures and utilities service apparatus • access working areas safely and securely • shut down and secure the boom-type MEWP • 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 accessing operations			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas			

Assessor Comments/Feedback

Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace							
GQA Ref	392Cv3	**Regulatory Ref**	H/506/4650	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to use Mast Climber type Mobile Elevating Work Platforms – MEWP – in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1. Interpret the given information relating to the use of mast climber-type MEWPs to access areas to carry out the work	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturer's 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 accessing operations			
2. Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs 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 accessing operations			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with mast climber-type MEWPs	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 accessing operations using mast climbertype MEWPs	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing 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 accessing operations using mast climber-type MEWPs	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 accessing discharging aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with mast climber-type MEWPs 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 accessing operations			
6. Minimise the risk of damage to the work and surrounding area when accessing work areas using mast climber-type MEWPs	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 accessing work areas using mast climbertype MEWPs	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure mast climber-type MEWPs			
	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 accessing areas to carry out work using mast climber-type MEWPs to the required specification	8.1 Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down			
	8.2 Prepare, position, set up and operate mast climber-type MEWPs to access working areas, 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 mast climber-type MEWP used for accessing 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 accessing • check to avoid damage to structures and utilities service apparatus • access working areas safely and securely • shut down and secure the mast climber-type MEWP • 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 accessing operations			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas			

Assessor Comments/Feedback

Preparing and Operating Ride-on Rollers to Compact Materials in the Workplace							
GQA Ref	394Av3	**Regulatory Ref**	R/506/4661	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to compact materials by using Ride on Rollers in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of ride-on rollers to carry out compacting 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 compacting operations			
2. Organise with others the sequence and operation in which compacting operations using ride-on rollers 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 compacting operations using ride-on rollers			
3. Know how to comply with relevant legislation and official guidance to carry out compacting operations with ride-on rollers	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 compacting operations using ride-on rollers	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during compacting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to compacting 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 compacting operations using ride-on rollers	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 compacting operational aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with ride-on rollers 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 compacting operations using ride-on rollers			
6. Minimise the risk of damage to the work and surrounding area when compacting materials using ride-on rollers	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 compacting materials using ride-on rollers	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure ride-on rollers			
	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 compact materials using ride-on rollers to the required specification	8.1 Demonstrate the following work skills when preparing for and compacting materials using ride-on rollers: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning and compacting			
	8.2 Prepare, position, set up and operate ride-on rollers to compact a variety of materials, in 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 ride-on roller used for compacting 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 compacting • check to avoid damage to structures and utilities service apparatus • compact materials safely and securely • shut down and secure ride-on roller • 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 compacting operations			
	8.6 Describe how to maintain the plant, tools and equipment used to compact materials			

Assessor Comments/Feedback

Preparing and Operating Soil Compactors to Compact Materials in the Workplace							
GQA Ref	394Bv3	**Regulatory Ref**	Y/506/4662	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to compact materials by using Soil Compactors in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of soil compactors to carry out compacting operations	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturer's 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 compacting operations			
2. Organise with others the sequence and operation in which compacting operations using soil compactors 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 Describe how to communicate ideas between team members			
	2.4 State how to organise resources prior to and during compacting operations using soil compactors			
3. Know how to comply with relevant legislation and official guidance to carry out compacting operations with soil compactors	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 compacting operations using soil compactors	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during compacting operations			
	4.2 Explain why and when Personal Protective Equipment (PPE) should be used, relating to compacting 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 compacting operations using soil compactors	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 compacting operational aids • hand tools, ancillary equipment			
	5.2 Request and select resources associated with soil compactors 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 compacting operations using soil compactors			
6. Minimise the risk of damage to the work and surrounding area when compacting materials using soil compactors	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 compacting materials using soil compactors	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure soil compactors			
	7.3 State the purpose of the work programme and describe why deadlines should be kept in relation to: • types of pf 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 compact materials using soil compactors to the required specification	8.1 Demonstrate the following work skills when preparing for and compacting materials using soil compactors: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning and compacting			
	8.2 Prepare, position, set up and operate soil compactors to compact a variety of materials, in 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 soil compactors used for compacting 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 compacting • check to avoid damage to structures and utilities service apparatus • compact materials safely and securely • shut down and secure soil compactors • 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 compacting operations			
	8.6 Describe how to maintain the plant, tools and equipment used to compact materials			

Assessor Comments/Feedback

Preparing and Operating Landfill Compactors to Compact Materials in the Workplace							
GQA Ref	394Cv3	**Regulatory Ref**	D/506/4663	**Level**	2	**Credit Value**	25

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to spread and compact materials by using Landfill Compactors in the Workplace.

The unit requires individuals to understand the checks to make on equipment and resources. The unit includes communicating with others to plan the sequence of work and ensure all activities are completed in accordance with legislation, official guidance and safe working practices in ways that will minimise damage to the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the use of landfill compactors to carry out compacting 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 compacting operations			
2. Organise with others the sequence and operation in which compacting operations using landfill compactors 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 compacting operations using landfill compactors			
3. Know how to comply with relevant legislation and official guidance to carry out compacting operations with landfill compactors	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 compacting operations using landfill compactors	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during compacting operations			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to compacting 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 compacting operations using landfill compactors	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 compacting operational aids • hand tools, ancillary equipment and/or accessories			
	5.2 Request and select resources associated with landfill compactors 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 compacting operations using landfill compactors			
6. Minimise the risk of damage to the work and surrounding area when compacting materials using landfill compactors	6.1 Protect the work and its surrounding area from damage			
	6.2 Minimise damage and maintain a clean workspace			
	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 compacting materials using landfill compactors	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Shut down and secure landfill			
	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 compact materials using landfill compactors to the required specification	8.1 Demonstrate the following work skills when preparing for and compacting materials using landfill compactors: • fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning and compacting			
	8.2 Prepare, position, set up and operate landfill compactors to spread and compact a variety of materials 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 landfill compactors used for compacting 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 compacting • check to avoid damage to structures and utilities service apparatus • spread and compact materials safely and securely • shut down and secure landfill compactors • 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 compacting operations			
	8.6 Describe how to maintain the plant, tools and equipment used to compact materials			

Assessor Comments/Feedback

Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace							
GQA Ref	396Cv1	**Regulatory Ref**	A/506/4668	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in preparing to and directing and guiding plant and plant operations in the workplace within the relevant sector of industry.

Assessment Guidance

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

All criteria must be assessed, and evidence must be auditable.
Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to preparing to, and directing and guiding the movement of vehicles, plant or machinery	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, plant and vehicle movement plans 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, plant and vehicle movement plans, manufacturers' information and Codes of Practice for the direction and guidance of vehicles, plant and machinery			
2. Organise with others the sequence and operation in which directing and guiding the movement of vehicles, plant or machinery is 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 directing and guiding vehicles, plant or machinery			
3. Know how to comply with relevant legislation and official guidance when directing and guiding the movement of vehicles, plant or machinery	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 to, directing and guiding the movement of vehicles, plant or machinery.	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 when directing and guiding vehicles, plant or machinery			
	4.2 Demonstrate compliance with given information and relevant legislation when directing and guiding the movement of vehicles, plant or machinery in relation to two or more of the following: • safe use and storage of tools • safe use and storage of equipment • specific risks to health			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to directing and guiding vehicles, plant or machinery, 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. Select the required quantity and quality of resources to prepare to, and direct and guide the movement of vehicles, plant or machinery	5.1 Select resources associated with directing and guiding vehicles, plant or machinery in relation to hand tools, ancillary equipment and signalling and communication 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: • signalling and communication equipment • barriers, cones, signs • lighting equipment • hand tools and ancillary equipment			

	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 weight/bearing pressures, quantity, length and area associated with the method/procedures for directing and guiding the movement of vehicles, plant and machinery			
6. Minimise the risk of damage to the work and surrounding area when preparing to and directing and guiding the movement of vehicles, plant or machinery	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 workspace			
	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 directing and guiding the movement of vehicles, plant or machinery	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			
8. Comply with the given contract information to prepare to, and direct and guide the movement of vehicles, plant or machinery to the required specification	8.1 Demonstrate the following work skills when preparing to, and directing and guiding vehicles, plant or machinery: • measuring, gauging, estimating, interpreting, judging, explaining, preparing, commanding, directing, guiding, indicating, informing, instructing, signing, positioning, moving, securing, signalling and relaying			
	8.2 Use and maintain hand tools, ancillary equipment and signalling equipment			
	8.3 Prepare to, and direct and guide the movement of loaded and unloaded vehicles, including articulated vehicles and plant or machinery			

	(wheeled or tracked) to given working instructions, relating to the following: • hand signals • hand signalling equipment • verbal/electronic communication equipment			
	8.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the differences between directing and guiding movement, directing and guiding operations and slinging and signalling • interpret a work management plan and vehicle movement plan • identify the hierarchy of traffic control measures and pedestrian separation • organise and ensure the maintenance of holding areas, routes, exclusion zones, markers and signs • assess and determine the movement of vehicles, plant and machinery, to include own position of safety, visibility, ground conditions and features, proximity hazards and weight limits			
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and react to changing conditions, ground, environment, weather, light, numbers and types of vehicles, plant and machinery • liaise with, convey and collect information from and to, drivers and operators • recognise and utilise movement aids (camera's, mirrors, audio and visual warnings, etc.) • recognise blind-spots, potential crush zones and other limitations to driver visibility • recognise the requirements of directing and guiding the movement of vehicles, plant and machinery onto and from public highways • recognise the requirements of working on public highways			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • direct and guide different vehicle types and size e.g. height, weight length, width, tracked, wheeled and articulated			

	• assess and determine the movement of loads, including unloading, discharging and loading requirements • direct and guide vehicles, plant and machinery across rough or uneven terrain • check the integrity of load securing equipment and stability of loads, prior to commencement of movements and on arrival, prior to release • signal and communicate following recognised and agreed operational procedures • recognise and determine when specific skills and knowledge are required and report accordingly • use hand tools and ancillary equipment			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and directing and guiding vehicles, plant or machinery			
	8.8 Describe how to maintain the hand tools, ancillary equipment, and signalling and communication equipment used to direct and guide vehicles, plant or machinery			

Assessor Comments/Feedback

Preparing and operating crushers to process materials in the workplace (Crusher)							
GQA Ref	395Av3	**Regulatory Ref**	A/651/1300	**Level**	2	**Credit Value**	16

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to identify the characteristics of the crusher used for processing operations, to carry out function checks for process operations, identify the area for the processing work, prepare, set up and adjust for operational requirements as well as carrying out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the Construction Skills'Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of crushers to process materials	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 crushers for carrying out processing work			
2. Organise with others the sequence and operation in which processing operations using crushers 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 processing operations using crushers			

3. Know how to comply with relevant legislation and official guidance when carrying out processing operations using crushers	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 processing operations using crushers	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 processing operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out processing operations using crushers 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to crusher 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 processing operations using crushers	5.1 Request and select resources associated with crushers in relation to consumables, materials, 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 processing operational 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 calculate quantity, weight, length and area associated with the method/procedures to carry out processing operations using crushers			
6. Minimise the risk of damage to the work and surrounding area when preparing to and processing 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 workspace			
	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 processing 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			
8. Comply with the given contract information to process materials using crushers to the required specification	8.1 Demonstrate the following work skills when preparing for and processing materials using crushers: • checking, adjusting, communicating, manoeuvring, positioning and processing			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare, set up, and operate crushers to crush and stockpile, or feed additional plant, with a variety of materials to given working instructions			
	8.4 Shut down and secure crushers			
	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 crusher used for processing operations			

	• carry out function checks for process operations • identify the area for the processing work • 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			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when specific skills and knowledge are required and report accordingly • carry out the processing work safely and securely • deal with blockages prior to, during and on completion of operations • deposit processed material • be on the public highway • shut down and secure crusher • 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 processing operations			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to process materials			

Assessor Comments/Feedback

Preparing and operating screeners to process materials in the workplace (Screener)							
GQA Ref	395Bv3	**Regulatory Ref**	L/651/1299	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to identify the characteristics of the screeners used for processing operations, to carry out function checks for process operations, identify the area for the processing work, prepare, set up and adjust for operational requirements as well as carrying out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the Construction Skills'Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of screeners to process materials	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 screeners for carrying out processing work			
2. Organise with others the sequence and operation in which processing operations using screeners 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 processing operations using screeners			
3. Know how to comply with relevant legislation and official guidance when carrying out	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:			

processing operations using screeners	• 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 processing operations using screeners	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 processing operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out processing operations using screeners 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to screener 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 processing operations using screeners	5.1 Request and select resources associated with screeners in relation to consumables, materials, 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 processing operational 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 calculate quantity, weight, length and area associated with the method/procedures to carry out processing operations using screeners			
6. Minimise the risk of damage to the work and surrounding area when preparing to and processing 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 workspace			
	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 processing 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			
8. Comply with the given contract information to process materials using screeners to the required specification	8.1 Demonstrate the following work skills when preparing for and processing materials using screeners: • checking, adjusting, communicating, manoeuvring, positioning (where relevant) and processing			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare, set up, position (where relevant) and operate screeners to screen, grade and stockpile, a variety of materials to given working instructions			
	8.4 Shut down and secure screeners			
	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 screeners used for processing operations • carry out function checks for process operations • identify the area for the processing work			

	• 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			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when specific skills and knowledge are required and report accordingly • carry out the processing work safely and securely • deal with blockages prior to, during and on completion of operations • deposit processed materials • be on the public highway • shut down and secure screeners • 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 processing operations			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to process materials			

Assessor Comments/Feedback

Preparing and operating batching plant to process materials in the workplace							
GQA Ref	395C v3	**Regulatory Ref**	K/651/1298	**Level**	2	**Credit Value**	12

Aims

The aim of this unit is to ensure the candidate has the skills and knowledge to be able to prepare and carry apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to identify the characteristics of batch plant and how it is used for used for processing operations, to carry out function checks for process operations, identify the area for the processing work, prepare, set up and adjust for operational requirements as well as carrying out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area.

Knowledge of accident and emergency procedures, PPE use, disposal of waste and problems associated with this type of work are also included in the unit aims.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the Construction Skills'Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Learning outcome; The learner will:	**Assessment criteria: The learner can:**	**Evidence Ref No.**		
		1	**2**	**3**
1. Interpret the given information relating to the preparation and use of batching plant to process materials	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 batching plant for carrying out processing work			
2. Organise with others the sequence and operation in which processing operations using batching plant 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 occupation			
	2.4 Describe how to organise resources prior to and during processing operations using batching plant			
3. Know how to comply with relevant legislation and official guidance when carrying out	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:			

processing operations using batching plant	• 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 processing operations using batching plant	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 processing operations			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out processing operations using batching plant 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			
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to batching plant 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 processing operations using batching plant	5.1 Request and select resources associated with batching plant in relation to consumables, materials, 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 processing operational 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 calculate quantity, weight, length and area associated with the method/procedures to carry out processing operations using batching plant			
6. Minimise the risk of damage to the work and surrounding area when preparing to and processing 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 workspace			
	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 processing 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– organisational procedures for reporting circumstances which will affect the work programme			
8. Comply with the given contract information to process materials using batching plant to the required specification	8.1 Demonstrate the following work skills when preparing for and processing materials using batching plant: • checking, adjusting, communicating, manoeuvring, positioning (where relevant) and processing			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare, set up, position (where relevant) and operate batching plant to process materials to given working instructions			
	8.4 Shut down and secure batching plant			
	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 batching plant used for processing operations			

	• carry out function checks for process operations • identify the area for the processing work • 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			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when specific skills and knowledge are required and report accordingly • carry out the processing work safely and securely • deal with blockages prior to, during and on completion of operations • deposit processed materials • be on the public highway • shut down and secure batching plant • 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 processing operations			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to process materials			

Assessor Comments/Feedback

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