



GQA Level 2 Diploma in Construction and Cabling Operations when building an External Fibre Network

Qualification Number 610/3077/6



PERSONAL COMPETENCE SUMMARY

Name	Company/Centre
Job Title	GQA Registration Number

	UNITS OF COMPETENCE			ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	Mandatory units	Level	Credit		
A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
J/503/1169 642	Conforming to Productive Working Practices in the Workplace	2	3		
Optional units (minimum of 2 units to be taken)					
T/503/9560 360v2	Establishing Work Area Protection and Safety in the Workplace	2	10		
K/503/9622 365v2	Segregating the Area for Highways Works in the Workplace	2	12		
H/650/8038 FN1	Interpreting Fibre Network Design Plans and associated Utility Drawings in the Workplace	2	5		
Pathway units					

RELIABLE EVIDENCE: The forms of evidence available include

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 and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

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

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination of mandatory and optional units: this qualification has a group of 2 mandatory units, which have a total of 5 credits and a number of groups of optional units. The qualification consists of 2 mandatory units in Group A and 3 optional units in Group B. Candidates must achieve all of the units in Group A and a minimum of 10 credits from Group B and then the required units/credits from the selected pathway(s)

The minimum credit value of this qualification is 37 credits. The units are made up of the things those working in these job roles need to know and the tasks they need to be able to do to carry out the work safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

Unit Ref	Title	Level	Credit
Group A Qualification Mandatory Units -all Pathways			
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
Group B Qualification Optional Units -all Pathways: a minimum of 10 credits must be achieved			
T/503/9560 360v2	Establishing Work Area Protection and Safety in the Workplace	2	10
K/503/9622 365v2	Segregating the Area for Highways Works in the Workplace	2	12
H/650/8038 FN1	Interpreting Fibre Network Design Plans and associated Utility Drawings in the Workplace	2	5

Pathway 1 (Duct and Microduct Installation) Pathway Mandatory Unit			
H/503/9442	Reinstating Excavation and Highway Surfaces in the Workplace	2	10
374v2			
Pathway 1 Optional Units (if this pathway is selected a minimum of 12 credits must be achieved)			
J/650/8039	Duct Installation (Pipe Laying) and Trenching in the Workplace	2	12
FN2			
M/650/8040	Microduct and Toby Box installation in the Workplace Construction Method: Narrow Trenching	2	12
FN3			
Pathway 2 (Installation of Fibre Network Access Chambers) Pathway Mandatory Units			
R/650/8041	Constructing Fibre Network Access Chambers (Joint boxes) in the Workplace	2	12
FN4			
Y/503/9650	Excavating Holes and Trenches - Manual Digging in the Workplace	2	10
373v2			

Pathway 3 (Poling Operations) Pathway Mandatory Units			
T/650/8042	Installation and recovery of wooden or hollow poles in the Workplace	2	10
FN5			
A/600/8157	Reinstating Ground Condition in the Workplace	2	12
172			
	Pathway 4 (Installing Fibre Network Street Cabinets) Pathway Mandatory Units		
Y/650/8043	Installation of Fibre Network Street Cabinets in the Workplace	2	12
FN6			
H/503/9442	Reinstating Excavation and Highway Surfaces in the Workplace	2	10
376v2			
Pathway 5	Pathway 5 (Fibre Cabling Underground) Pathway Mandatory Units		
A/650/8044	Installation of Underground Fibre Cables in the Workplace	2	17
FN7			
F/503/1171	Moving, Handling and Storing resources in the Workplace	2	5
643			
Pathway 6	Pathway 6 (Fibre Cabling Overhead) Pathway Mandatory Units		
D/650/8045	Installation of Overhead Fibre Cables in the Workplace	2	12
FN8			
A/503/9639	Locating and Protecting Utilities Apparatus and Sub-Structures in the Workplace	2	12
374v2			
Pathway 7	Pathway 7 (Excavation and Reinstatement) Pathway Mandatory Units		
A/503/9639	Locating and Protecting Utilities Apparatus and Sub-structures in the Workplace	2	12
372v2			
Y/503/9650	Excavating Holes and Trenches - Manual Digging in the Workplace	2	10
373v2			
Pathway 7	Pathway 7 (Excavation and Reinstatement) Pathway Optional Units (if this pathway is selected a minimum of 12 credits must be achieved)		
A/600/8157	Reinstating Ground Condition in the Workplace	2	12
172			
H/503/9442	Reinstating Excavation and Highway Surfaces in the Workplace	2	12
374v2			

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

Assessment guidance:

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

Types of evidence:

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

Quantity of evidence:

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

Potential sources of evidence:

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

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

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

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

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

1. Equality of Opportunity

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

2. Recognised/Approved Assessment Centres

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

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

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

2.2 Assessors and Verifiers

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

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

EQAs are responsible for ensuring accurate and consistent standards of assessment across Centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and license 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 license holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

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

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The Centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of Centre procedures to ascertain the potential Centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that Centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site Centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

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

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

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

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

3. Qualification / Unit of Credit Candidates

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

The Centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

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

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

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

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

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

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

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

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

The answer can only be:

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

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

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

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

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked, or the way customer complaints are handled. This usually means observing the candidate in action.

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

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:
 - o Dealing with emergencies
 - o Dealing with accidents
 - o Certain pre-approved real time simulators
 - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

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

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

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

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

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

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

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

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

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

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

Candidate signature.....

Date.....

Production/Process Activity Guideline

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

[illegible]

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

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

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

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

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.			
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.			
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.			
	3.4 Safely store health and safety control equipment in accordance with given instructions			
	3.5 Dispose of waste and/or consumable items in accordance with legislation			
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: - Dealing with accidents and emergencies associated with the work and environment - Methods of receiving or sourcing information - Reporting - Stopping work - Evacuation - Fire risks and safe exit procedures - Consultation and feedback			
	3.7 State the appropriate types of fire extinguishers relevant to the work.			
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance			
4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.			
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: - Recognising when to stop work in the face of serious and imminent danger to self and/or others - Contributing to discussions and providing feedback - Reporting changed circumstances and incidents in the workplace - Complying with the environmental requirements of the workplace			
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.			
5. Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: - During the working day - On completion of the day's work - For unauthorised personnel (other operatives and the general public) - For theft			
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.			

Assessor Comments/Feedback

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

The aim of this unit is to ensure that the candidate has the skills and knowledge required to communicate with colleagues, management and customers to plan, implement and record information in the construction working environment. This includes the use and completion of documentation in line with organisational guidelines, meeting deadlines and specific actions while maintaining effective working relationships. Candidates will also have to understand the importance that working relationships have on productive working and how to ensure equality and diversity principles are applied when working and communicating with others. Candidates must also have an understanding of how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.			
	1.2 Describe the different methods of communicating with line management, colleagues and customers.			
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.			
2. Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.			
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.			
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: - Using resources for own and other's work requirements - Allocating appropriate work to employees - Organising the work sequence - Reducing carbon emissions			
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.			
3. Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.			
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: - Job cards - Worksheets - Material/resource lists - Time sheets			
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales			
4. Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed 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			

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

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

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

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

T/503/9560 360v2	Establishing Work Area Protection and Safety in the Workplace (continued)	Level 2	10 Credits
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fire, spillages, injuries and other task-related hazards.		
4. Select the required quantity and quality of resources for the methods of work to establish work area protection and safety	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Safety and security barriers • Protection and safety notices • Temporary structures • Signs and lighting • Hand and/or powered tools and equipment		
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.5 Describe any potential hazards associated with the resources and methods of work		
	4.6 Describe how to calculate quantity, length and area associated with the method/procedure to establish work area protection and safety.		
5. Minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Minimise damage and maintain a clean work space.		
	5.3. Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6. Complete the work within the allocated time when establishing work area protection and safety.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme		
7. Comply with the given contract information to establish work area protection and safety to the required specification.	7.1 Demonstrate the following work skills when establishing work area protection and safety: • Measuring, setting out, positioning, assembling, constructing, securing and dismantling		

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

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

Assessor Comments/Feedback

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

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

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when segregating the area for highways works.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, site inspections and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, risk assessments, method statements, schedules, manufacturers' information, statutory regulations, current legislation, official guidance and codes of practice governing traffic management relating to the highways works			
2. Know how to comply with relevant legislation and official guidance when segregating the area for highways works	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when segregating the area for highways works.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when segregating the area for highways works.			
	3.2 Comply with information relating to specific risks to health when segregating the area for highways works.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to segregating the area for highways works, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)			

K/503/9622 365v2	Segregating the Area for Highways Works in the Workplace (continued)	Level 2	12 Credits
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, traffic incidents and other task-related hazards.		
4. Select the required quantity and quality of resources for the methods of work to segregate the area for highways works.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: - Signs, lights, guards and portable traffic lights - Pedestrian and vehicular traffic control systems - Tools and ancillary equipment		
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.5 Describe any potential hazards associated with the resources and methods of work.		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to segregate the area for highways works.		
5. Minimise the risk of damage to the work and surrounding area when segregating the area for highways works.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Minimise damage and maintain a clean work space.		
	5.3 Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6. Complete the work within the allocated time when segregating the area for highways works.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - Types of progress charts, timetables and estimated times - Organisational procedures for reporting circumstances which will affect the work programme		
7. Comply with the given contract information to segregating the area for highways works to the required specification.	7.1 Demonstrate the following work skills when segregating the area for highways works: Measuring, locating, setting out, positioning, assembling and removing		
	7.2 Segregate the area for live highways works in compliance with recognised current legislation and official guidance and given working instructions, relating to the following: - Access and egress to site - Work activity and storage of resources - Signs, lighting and guarding, portable traffic signals for traffic management control		

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

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

Assessor Comments/Feedback

H/650/8038	Interpreting Fibre Network Design Plans and associated Utility Drawings in the Workplace	Level 2	5 Credits
FN1			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to interpret, understand, and communicate with colleagues and management, the works instructions as outlined in Fibre Network design drawings, and associated documentation. The candidate must understand the need to comply with those instructions and of recording work progress during the construction or repair phase of the work. This includes the use and completion of documentation in line with organisational guidelines, meeting deadlines and specific actions while maintaining effective working relationships. The candidate will only need to demonstrate an understanding of those job design elements pertinent to their work area i.e., Duct Laying, Box building, Cabinet installation, Pole Installation, Cabling Underground and/or Cabling Overhead. The candidate will understand how work flows through the organisation, contents of their Job Packs, and the escalation procedures should problems or issues arise. However, they will also demonstrate an understanding of their company's fibre network infrastructure (existing or proposed), and the importance of their role in delivering a high quality, fault free network. The candidate will understand, not only legends and information from their own company's drawings, but also, from third party drawings e.g. Utility Providers such as Water, Power, Gas and Telecoms and be aware of the importance of these safe-digging prints in preventing harm to themselves, their colleagues, the public or damage to other Utility's plant. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.
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Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence. Ref. No		
1. Interpret the given information in Design drawings to understand and undertake the required work activities	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Explain and describe the existing or proposed fibre infrastructure within the design drawings.			
	1.4 Describe the scope and particulars of the activities required as outlined in the design drawings and works instructions job-pack			
	1.5 Demonstrate how information on drawings relates to actual physical infrastructure			
	1.6 Describe the organisation's procedures when design drawings differ from the actual in-situ physical infrastructure.			
2. Interpret the given information in Utility drawings and maps to identify hazards and initiate mitigations.	2.1 Identify and describe components and symbols within third-party drawings and maps e.g. utility companies (gas, water, electricity, and telecoms).			
	2.2 Describe how to use third-party information within drawings and maps to ensure safe working practices.			

H/650/8038	Fibre Network Design Plans and associated Drawings in the Workplace (continued)	Level 2		5 Credits
FN1				
3. Show understanding how updated prints, maps and schematics reflect agreed changes and deviations from original designs.	3.1 Provide evidence of agreement for changes and knowledge of the change to the schedule			
	3.2. Explain the process for highlighting and escalating deviations within the organisation			
	3.3 Describe and demonstrate how changes are recorded on drawings and what symbols and conventions are used to record and highlight deviations and alterations			
4. Explain the physical layout of the relevant fibre infrastructure on design prints and drawings relating to their work area	4.1 Describe, on a map-based print, the elements and layout within a fibre infrastructure including cables, civils, connections, distribution points, connection points and electronic interfaces.			
	4.2 Describe, on a schematic diagram, the elements and layout within a fibre infrastructure including cables, civils, connections, distribution points, connection points, electronic interfaces and work points.			
5. Understand the overall importance of completing the fibre construction or repair job pack within the allocated time.	5.1 Demonstrate completion of the work within the allocated time.			
	5.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - Types of progress charts, timetables, and estimated times. - Organisational procedures for reporting circumstances which will affect the work Programme.			

Assessor Comments/Feedback

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

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

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

H/503/9442 374v2	Reinstating Excavation and Highway Surfaces in the Workplace (Continued)	Level 2	12 Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to reinstating excavation and highway surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
4. Select the required quantity and quality of resources for the methods of work to reinstate excavation and highway surfaces.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: • New and re-usable materials, sub-base, road-base and pavement surface • Cold-lay, warm lay and hot-lay bituminous materials • Sands, jointing materials • Concrete, blocks and flags • Natural soil-based materials • Hand and/or powered tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to reinstate excavation and highway surfaces.			
5. Minimise the risk of damage to the work and surrounding area when reinstating excavation and highway surfaces.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			

H/503/9442	Reinstating Excavation and Highway Surfaces in the Workplace (Continued)	Level 2	12 Credits
6. Complete the work within the allocated time when reinstating excavation and highway surfaces.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme		
7. Comply with the given contract information to reinstate excavation and highway surfaces to the required specification.	7.1 Demonstrate the following work skills when reinstating excavation and highway surfaces: • Backfilling, consolidating, laying, compacting, positioning, securing and finishing		
	7.2 Reinstatement excavations and highway surfaces to given working instructions, relating to two of the following: • Sub-grades, sub-bases, road-bases • Cold lay bituminous • Warm lay bituminous • Hot lay bituminous • Concrete • Modular		
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.		
	7.4 Safely store the materials, tools and equipment used when reinstating excavation and highway surfaces.		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the type of ground structure for reinstatement (Bituminous, concrete, modular, natural) • Reinstatement and compact backfill, sub-grades, sub-bases, road-bases pavement base for the relevant type of ground structure • Protect service apparatus and sub-structures during reinstatement • Reinstatement the relevant type of ground surface, pavement surface, specialist surface treatments, kerbs, edge restraints, street ironwork and pavement markings • Dispose of surplus materials • Use hand tools, power tools and equipment		
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when reinstating excavation and highway surfaces.		
	7.7 Describe how to maintain the tools and equipment used when reinstating excavation and highway surfaces.		
Assessor Comments/Feedback			

J/650/8039	Duct Installation (Pipe laying) and Trench work in the Workplace	Level 2	12 Credits
FN2			

The aim of this unit is to ensure that the candidate has the training, skills and knowledge required to excavate trenches for laying duct and to reinstate trenches to legal requirements and in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment. Also candidates must understand how to locate and protect all utilities underground plant.

To achieve this unit candidates must carry out measuring, marking out, aligning, positioning, levelling, securing, removing and storing activities. All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively.

Candidates must be trained, understand their responsibilities and the hazards associated with this type of below-ground level work, including work in confined spaces.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. They must also have a full understanding of their Company's accident and emergency procedures.

Finally, candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when excavating / reinstating a trench used for laying a duct for underground fibre cable.	1.1 Interpret and extract information from drawings, method statements, specifications, schedules, manufacturers' information and reference point.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: (select 3 below) Drawings, specifications, schedules, method statements, manufacturers' and suppliers' information and regulations governing construction work			
2. Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.	2.1 Candidate can describe their responsibilities under current legislation and official guidance whilst working: In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when excavating / reinstating a trench.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when excavating trenches.			
	3.2 Comply with information relating to specific risks to health when excavating standard trench.			

J/650/8039	Duct Installation and trench work in the Workplace (continued)	Level 2	12 Credits	
FN2				

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to excavating in relation to: • Collective protective measures • Personal protective measures (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV) • Safe use of equipment and mechanical aids e.g. Cut-Off Saws (Stihl)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods for the installation of Duct/Pipes and excavation and reinstatement of trenches	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations, and defects associated with the resources in relation to: (select 2 below) • Ducts/Pipes and ancillary components • Granular materials, aggregates, cement, concrete, mortars, bitmac and sand (other surface materials as directed by Councils or Statutory bodies) • Sealant materials (adhesives, compounds, solvents) • Hand and/or power tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate the quantity of materials required (length, area and wastage) for the installation of Duct/Pipes in the specific work locality.			
5. Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.4 Dispose of waste in accordance with legislation.			
	5.5 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.			

J/650/8039	Duct Installation and trench work in the Workplace	Level 2	12
FN2	(continued)		Credits
6. Complete the work within the allocated time when installing Duct in the Workplace	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 State the purpose of the work programme and describe why deadlines should be kept in relation to: - Types of progress charts, timetables and estimated times - Organisational procedures for reporting circumstances which will affect the lifting operation		
7. Comply with the given contract information to install Duct work to the required specification	7.1 Demonstrate the following work skills when installing ducts/pipes: - Avoidance of other underground services - Measuring, marking out, laying, positioning, fitting, levelling, securing and testing - Recording plant location		
	7.2 Excavating trench to required depth to ensure minimum cover for duct work (Footway and Carriageway) and ensuring proper compaction of backfill carried out		
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.		
	7.4 Safely store the materials, tools and equipment used when excavating a trench.		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to: - Identify and use the preferred method when excavating a trench - Ensure effective communications channels are established prior to commencing work. - Excavate trenches and provide trench support - Confirm that ground conditions, site and excavations are suitable for the duct installation work. - Prepare bedding for ductwork - Determine levels and gradients - Lay, position, level, align, fit, fix and secure new or replacement of single or multi-way ductwork - Ensure correct alignment of duct bends, and duct tees for entry to Inspection Chambers (Joint-Boxes) and Toby Boxes - Ensure duct entry into Joint-Box is core drilled - Conduct test of ductwork and install rope - Ensure reinstatement conforms to prescribed performance and quality standards. - Work with plant and machinery and access equipment - Ensure safe use of hand tools, power tools and equipment e.g. using Cut-Off saws or when core drilling for duct entry to Inspection Chamber (Jointbox) - Work at height and below ground - Use access equipment		
	7.6 State the needs of other occupations and how to communicate within a team when installing duct in the Workplace		

J/650/8039	Duct Installation and trench work in the Workplace (continued)	Level 2	12 Credits
FN2			

	7.7 Describe how to maintain the tools and equipment used to when installing duct in a trench			
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Assessor Comments/Feedback

M/650/8040	Microduct and Toby Box Installation in the Workplace:	Level 2	12
FN3	Construction Method – Narrow Trenching		Credits

The aim of this unit is to ensure that the candidate has the training, skills and knowledge required to utilise the Narrow Trenching construction methodology for the installation of Microducts, Toby Boxes and the reinstatement of trenches. The candidate will understand the workplace legal requirements and ensure that work is carried out in accordance with job specifications, safe working practices, and that the task is carried out in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment. Also candidates must understand how to locate and protect all utilities underground plant. To achieve this unit candidates must carry out measuring, marking out, aligning, positioning, levelling, securing, removing, and storing activities. They must also demonstrate an understanding of how to test Microducts during and after installation and to be familiar with the Microduct repair procedure. All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively. Candidates must understand their responsibilities and the hazards associated with this type of below ground level work, including work in confined spaces. Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures. Finally, candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work, materials and resources required when excavating / reinstating a narrow trench for the installation of Microducts and a Toby Box	1.1 Interpret and extract relevant information from drawings, risk assessment, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: Drawings, specifications, schedules, risk assessments, method statements, and manufacturers and suppliers' information.			
2. Know how to comply with relevant legislation and official guidance when excavating / reinstating a narrow trench or installing a Toby Box and installing Microduct	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment [including vehicle] and personal belongings in relation to site, workplace.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when excavating / reinstating a narrow trench and installing Microduct	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when excavating standard trench.			
	3.2 Comply with information relating to specific risks to health when excavating narrow trench.			

M/650/8040	Microduct and Toby Box Installation in the Workplace:	Level 2	12	
FN3	Construction Method – Narrow Trenching (Continued)		Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to excavating in relation to: • Collective protective measures • Personal protective measures (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV) • Safe use of equipment and mechanical aids e.g. Cut-Off Saws (Stihl) or Dual Bladed Floor Saw			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods used when excavating narrow trenches and installing a Toby Box and Microduct	4.1 Select resources associated with own work in relation to materials and components, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses sustainability, limitations and defects associated with the resources in relation to: • Granular materials, aggregates, cement, concrete, mortars, bitmac and sand (other surface materials as directed by Councils or Statutory bodies) • Sealant materials (adhesives, compounds, solvents) • Hand and/or power tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to ensure the quality of resources and methods used when excavating a trench for the laying of Microducts to facilitate the installation of Blown-Fibre bundle.			
5. Minimise the risk of damage to the work and surrounding area when excavating / reinstating a narrow trench or installing a Toby Box.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			

M/650/8040	Microduct and Toby Box Installation in the Workplace:	Level 2	12
FN3	Construction Method – Narrow Trenching (Continued)		Credits
6. Complete the work within the allocated time when excavating a trench and installing Microduct	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - Types of progress charts, timetables and estimated times - Organisational procedures for reporting circumstances which will affect the work programme - Recording of all installed assets		
7. Comply with the given contract information to install Microduct and Toby to the required specification.	7.1 Demonstrate the following work skills when excavating a trench. - Avoidance of other underground services - Measuring, marking out, laying, positioning, fitting, levelling, securing, testing and labelling of line plant - Recording plant location - Correct positioning of Toby Box at Customers premises		
	7.2 Excavate trench and install Microduct and Toby to given working instructions.		
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.		
	7.4 Safely store the materials, tools and equipment used when excavating a standard trench and installing Microduct		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to: - Identify and use the preferred method when excavating a narrow trench - Ensure effective communications channels are established prior to commencing work. - Excavate trenches and provide trench support (if required) - Confirm that ground conditions, site and excavations are suitable for narrow trenching and the Microduct installation work. - Prepare bedding/blinding for Microduct - Determine levels and gradients - Lay, position, level, align, fit, fix and install Microduct - Ensure correct alignment of Microduct for entry to Distribution Cabinet and Toby Boxes - Ensure correct placement of Toby Box at boundary of customers curtilage - Conduct pressure test of Microduct - Ensure reinstatement conforms to prescribed performance and quality standards. - Work with plant and machinery - Ensure safe use of hand tools, power tools and equipment e.g. using Cut-Off saws - Work at height and below ground - Use access equipment		
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when excavating a trench and installing Microduct		
	7.7 Describe how to maintain the tools and equipment used when excavating / reinstating a trench and installing Microduct		

Assessor Comments/Feedback

R/650/8041	Constructing Network Access Chambers (Joint boxes) in the Workplace	Level 2	12 Credits
FN4			

The aim of this unit is to ensure that the candidate has the appropriate pre-requisite training and is craft competent in the skills required for the construction of Network Access Chambers, in accordance with job specifications, safe working practices and in the allocated time.

The candidate will be able to interpret information from construction notes, diagrams and drawings. This will include third-party provided information e.g., from utility providers such as power, water, gas, and telecom. The candidate must understand how to locate and protect all utilities U/G plant.

The candidate will be able to identify and select the correct quantity and quality of materials, tools and equipment required for the type of Access Chamber construction.

To achieve this unit candidates must conduct measuring, positioning, levelling, spreading, compacting, removing, storing and all finishing activities. Work must be carried out in accordance with safe working practices, minimising risk of damage to the work site and surrounding area. Tools and equipment to be maintained in good condition to carry out the work safely and effectively.

The candidate must also understand how to communicate with others to ensure work is carried out in a safe manner. Candidates must be trained, understand their responsibilities and the hazards associated with this type of below-ground level work, including work with mechanical aids and work in confined spaces.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities. They must also have a full understanding of their Company's accident and emergency procedures. Finally, candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

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

R/650/8041	Constructing Network Access Chambers (Joint boxes) in the Workplace (Continued)	Level 2	12 Credits
FN4			

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used when constructing an underground Network Access Chamber, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective measures (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV) • Safe use of power equipment and mechanical aids e.g. Cut-Off Saws, Air Chisels etc (HAV) • Footway/Carriageway covers lifting equipment.			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Explain how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, and other task-related hazards.			
4. Identify and select the required quantity and quality of materials when constructing underground Network Access Chambers.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Explain the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Ready-mix concrete, mortar, bricks • Slump test equipment • Timber framing • Camber adjustments (for modular structures) • Position of ducts and iron work • Frames, covers and access chamber furniture • Hand and/or power tools and equipment (for tamping, levelling core drilling etc.)			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Explain how to ensure the quality of resources for the methods when constructing a Network Access chamber for the specific site circumstances.			
5. Minimise the risk of damage to the work site and surrounding area when constructing underground Network Access Chamber	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			

R/650/8041	Constructing Network Access Chambers (Joint boxes) in the Workplace (Continued)	Level 2	12 Credits
FN4			

	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when constructing underground Network Access Chambers	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Explain the purpose of the work program and explain why deadlines should be kept in relation to: • Types of progress charts, timetables, and estimated times • Organisational procedures for reporting circumstances which will affect the work program			
7. Comply with the given contract information, Codes of Practice, workmanship and accepted methods of construction, when building underground Network Access Chambers.	7.1 Demonstrate the following work skills when constructing one or more of the following Network Access Chambers: • Concrete Network Access Chamber Reinforced/Un-Reinforced • Brick Network Access Chamber • Modular Network Access Chamber (Composite material) • Excavating/Reinstating • Measuring • Positioning, • Shuttering • Placing, spreading, compacting and finishing (concrete) • Reinforcement (steel, ties) • Brick work - laying • Fitting (Frames, Covers and Modular Access Chamber, Access Chamber furniture, duct entries)			
	7.2 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.3 Safely store the materials, tools and equipment used when installing drainage			
	7.4 Explain how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to: • Assess and confirm suitability of concrete, mortar and area of placement • Pour to correct levels and coverage of steel reinforcement • Support consistency testing • Fit shuttering to correct specification and alignment • Work with and around plant and machinery • Use of hand tools, power tools and equipment • Fit approved access chamber frames and covers on mortar bedding • Install concrete surround to the Access chamber to meet SROR/SROH specifications • Fit access chamber furniture and accessories in specified positions • Ensure safe and convenient access for the end users • Use access equipment • Work in confined spaces			

R/650/8041	Constructing Network Access Chambers (Joint boxes) in the Workplace (Continued)	Level 2	12 Credits
FN4			

	7.5 Explain the needs of other occupations and how to effectively communicate within a team when constructing a Network Access chamber			
	7.6 Explain how to maintain the tools and equipment used when constructing a Network Access chamber.			

Assessor Comments/Feedback

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

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

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when excavating holes and trenches by manual digging.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, statutory and regulatory codes of practice for excavations and support of the excavations			
2. Know how to comply with relevant legislation and official guidance when excavating holes and trenches by manual digging.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when excavating holes and trenches by manual digging.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when excavating holes and trenches by manual digging.			
	3.2 Comply with information relating to specific risks to health when excavating holes and trenches by manual digging.			

Y/503/9650	Excavating Holes and Trenches – Manual Digging in the Workplace (continued)	Level 2	10 Credits
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	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to excavating holes and trenches by manual digging and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select resources associated with own work in relation to materials and components, and tools and equipment.	4.1 Select resources associated with own work in relation to materials and components, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to:			
	• Digging equipment for the excavation of holes and trenches • Hand and/or powered tools and ancillary equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
5. Minimise the risk of damage to the work and surrounding area when excavating holes and trenches by manual digging.	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to excavate holes and trenches by manual digging.			
	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
6. Complete the work within the allocated time when excavating holes and trenches by manual digging.	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:			
	• Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			

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

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

Assessor Comments/Feedback

T/650/8042	Installation and Recovery of wooden or hollow poles in the Workplace	Level 2	10 Credits
FN5			

The aim of this unit is to ensure that the candidate has the appropriate pre-requisite training and is craft competent in the skills required to erect, recover and test, wooden or hollow poles, in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment.

To achieve this unit candidates must have an understanding of the following activities: storing, positioning, aligning, slinging, testing, and recording wooden and hollow pole assets. Candidates must be familiar with mechanized or manual poling techniques and be trained to use the relevant mechanical aids and/or vehicles, understand their responsibilities and the hazards associated with this type of work.

Candidates must be competent to work at height and be conversant with the safety practices and procedures for doing so, as outlined in the Work at Height Regulation 2005 (WAHR), and Safe Use of Ladders and Stepladders HSE Guide LA455. Candidates will be assessed on their understanding of the PPE and equipment required, pole testing and climbing, ladder checking and ladder handling. The candidate must be familiar with the LOLER regulations (Lifting Operations and Lifting Equipment Regulations) for carrying out the task.

All work must be carried out to minimise the risk of damage to the work site and surrounding area. Candidate should also understand the importance of adequate pole route stability and loading on poles.

The candidate will be able to identify possible biological hazards from the work undertaken and identify the physical hazards associated with the task.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures.

Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when erecting or recovering wooden or hollow poles and pole stays	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: Drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing construction works			
2. Know how to comply with relevant legislation and official guidance when erecting or recovering wooden or hollow poles and pole stays.	2.1 Candidate will understand their responsibilities regarding potential accidents and health hazards, whilst working: In the workplace, working at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain wellbeing through safe and healthy working practices when erecting or recovering wooden or hollow poles and pole stays.	3.1 Correctly use health and safety control equipment, ladders and mechanical aids to safely carry out the activity in accordance with current legislation and organisational requirements when erecting or recovering wooden or hollow poles.			

T/650/8042	Installation and Recovery of wooden or hollow poles in the	Level 2	10
FN5	Workplace (Continued)		Credits
	3.2 Comply with information relating to specific risks to health when erecting or recovering wooden or hollow poles. Wellbeing: • Candidate will be able to identify biological hazards from the work undertaken • Candidate can identify the physical risks when erecting or recovering a pole • The work undertaken is within the capabilities of the candidate (if candidates are using mechanical aids/equipment they must have the appropriate training)		
	3.3 Explain why and when health and safety control equipment should be used, relating to erecting wooden or hollow poles, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Access equipment. • LOLER regulations • Personal protective equipment (PPE) • Proximity to overhead power lines. • COSHH [creosoted wooden poles] • Vehicular traffic, due to proximity of pole to highway. • All work to be carried out adhering to stipulations as outlined in NRSWA – (Safety at Street Works)		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.		
	4. Select the required quantity and quality of resources for the methods of work to erect or recover wooden or hollow poles and pole stays.		
	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Pole Furniture and fittings. (Steps, stays etc.) • Access equipment • Hand and/or powered tools and equipment. • Insulators. • Power Clearance. Provision of a Testing Earth on Poles (if required).		
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources, pole labelling and recording.		
	4.5 Describe any potential hazards associated with the resources and methods of work.		
	4.6 Describe how to ensure the wooden pole or hollow pole shall be of the correct size and type for the specific site circumstances and erected to the correct depth.		

T/650/8042	Installation and Recovery of wooden or hollow poles in the	Level 2	10
FN5	Workplace (Continued)		Credits
5. Minimise the risk of damage to the work and surrounding area when erecting or recovering wooden or hollow poles and pole stays.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Minimise damage and maintain a clean work space.		
	5.3 Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6. Complete the work within the allocated time when erecting or recovering wooden or hollow poles and pole stays	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme		
7. Comply with the given contract information to erect or recover wooden and/or hollow poles and pole stays	7.1 Demonstrate the following work skills when erecting or recovering poles or fitting a pole stay • Loading, slinging, positioning, aligning, testing (stability), labelling and recording pole details, fitting pole furniture (steps etc.), fitting pole stay,		
	7.2 Describe how to apply safe and healthy work skills and practices, follow procedures, report problems, and establish the authority needed to rectify them when erecting or recovering poles: • Loading and manoeuvring (slinging) poles onto and off vehicles • Assess and confirm suitability of ground conditions for installation of the pole or pole stay • Assess and confirm pole size will provide minimum road crossing height for overhead wires • Assessing when/if a pole stay is required • Work with and around plant and machinery • Use hand tools, power tools and equipment • Work at height • Use access equipment • Avoidance of overhead and/or underground Utilities plant • Compaction of material around pole to ensure pole stability to prescribed performance standards • Fitting pole furniture • Testing, labelling on pole and recording of work done		
	7.3 Erect wooden and hollow poles to given proscribed depths, alignment, stability and distance from carriageway and street furniture		
	7.4 Safely use materials, hand tools, portable power tools and ancillary equipment.		
	7.5 Safely store the materials, tools and equipment used when erecting wooden and hollow poles and pole stays		

T/650/8042	Installation and Recovery of wooden or hollow poles in the	Level 2	10
FN5	Workplace		Credits

	7.6 Describe the needs of other occupations and how to effectively communicate within a team erecting/recovering poles and pole stays			
	7.7 Describe how to maintain the tools and equipment used erecting or recovering poles and pole stays			

Assessor Comments/Feedback

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

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

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when reinstating ground condition.	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules and manufacturers' information			
2. Know how to comply with relevant legislation and official guidance when reinstating ground condition.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: • In the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 State what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe working practices when reinstating ground condition.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when reinstating ground condition.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to reinstating ground condition, and the types, purpose and limitations of each type.			
	3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fire, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to reinstate ground condition.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: • Flags, blocks, edging, aggregates, cement, black top, top soil, seeds • Hand and/or powered tools and equipment			
	4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			

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

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

Assessor Comments/Feedback

Y/650/8043	Installation of Fibre Network Street Cabinets in the	Level 2	12
FN6	Workplace		Credits

The aim of this unit is to ensure that the candidate has the skills and knowledge required to install the base (plinth), duct, cabinet shell and earth electrode/system (if required), for fibre street cabinets in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment, additionally candidates must understand how to locate and protect U/G plant.

To achieve this unit candidates must carry out measuring, marking out, aligning, positioning, levelling, securing, removing and storing activities. All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively.

Candidates must be trained on any mechanical aid used, understand their responsibilities and the hazards associated with this type of work, including work carried out below ground level.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures.

Finally candidates must understand the types of problems that can occur when carrying out this type of work [e.g. existing plant, regulatory and functional clearances] and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources required for the Installation of Fibre Street Cabinets	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, and manufacturers' and suppliers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, and manufacturers' and suppliers' information			
2. Know how to comply with relevant legislation and official guidance required for the Installation of Fibre Street Cabinets	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: • with tools and equipment, • materials and substances (COSHH) • movement/storage of materials • manual handling and mechanical lifting. • Manual digging and excavating			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy work practices whilst preparing site, excavating, installing base, ducts and cabinet shell.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when preparing base and installing fibre cabinet shell.			
	3.2 Comply with information relating to specific risks to health when excavating and preparing base and installing root and fibre cabinet shell.			

Y/650/8043	Installation of Fibre Network Street Cabinets in the	Level 2	12
FN6	Workplace (Continued)		Credits

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing base and installing fibre cabinet shell, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Mechanical aids training • Collective protective measures. • Personal PPE • Equipment Checks • LOLER regulations • COSHH [Resins] • Vehicular traffic, due to proximity of Fibre Cabinet to highway. • All work to be carried out adhering to stipulations as outlined in NRSWA – (Safety at Street Works) – SROH, SROR			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods when constructing base and installing fibre street cabinet shell.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Ducts and ancillary components • Granular materials, aggregates, cement, concrete, mortars, sand (other surface materials as directed by Councils or Statutory bodies) • Sealant materials (adhesives, compounds, solvents) • Hand and/or power tools and equipment			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to ensure the quality of resources for the methods when installing a Fibre Street Cabinet for the specific site circumstances.			
5. Minimise the risk of damage to the work and surrounding area when constructing base and installing fibre street cabinet shell	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			

Y/650/8043 FN6	Installation of Fibre Network Street Cabinets in the Workplace (Continued)	Level 2	12 Credits
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6. Complete the work within the allocated time when constructing base and installing fibre street cabinet.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme • Recording of asset or departure from planned work		
7. Comply with the given contract information, technical specifications and legal requirements when constructing the base and installing a fibre street cabinet.	7.1 Candidate has completed the appropriate pre-requisite training, is competent and can demonstrate the following work skills when constructing base and installing fibre street cabinet • measuring, positioning, excavating, compacting, pouring (concrete), levelling, finishing, aligning and fitting, safe use of tools and equipment (power tools, disc cutters, mixers etc.		
	7.2 Excavate and construct base and install fibre cabinet shell to comply with work instructions, and relevant construction industry standards and Codes of Practice		
	7.3 Safely store, and use, the materials, hand tools, portable power tools and ancillary equipment required for excavating, constructing the base and installing fibre street cabinet		
	7.4 Demonstrate how the proposed cabinet location site is: • checked for existing services by reference to utility prints and risk assessment • checked for statutory requirements (e.g. clearance between front of cabinet and kerb) and operational clearances (door openings, hard standings and proximity to other plant or street furniture).		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, when installing cabinet base and shell, to: • Excavate for base, and pour concrete to required depth with specified concrete mix and allow to cure • Provide earth rods/spikes below base if local earth required • Ensure duct entries in base, foundation bolts, are properly aligned using template • If power is required at the cabinet, ensure duct supplied at correct depth • Cabinet shell positioned using correct lifting beams, slings and brackets for large cabinets • Correct manual handling techniques used for installation of small cabinets • Ensure work site is protected and guarded during lifting operations and employ all general safe lifting and handling practices (no overhead obstructions etc.)		

Y/650/8043	Installation of Fibre Network Street Cabinets in the Workplace (Continued)	Level 2	12 Credits	
FN6				

	• Cabinet set on cement mortar bed in a vertical position and secured with foundation bolts • Cabinet base sealed correctly • Hard-standing and reinstatement around cabinet completed to meet NRSA (SROH, SROR) or local Council specifications • Move, clean, stack and store materials • Work with plant and machinery • Use hand tools, power tools and equipment • Use access equipment			
	7.6 Describe the process for escalation within the organisation if statutory and operational requirements cannot be met.			
	7.7 Describe the needs of other occupations and how to effectively communicate within a team installing a fibre street cabinet			

Assessor Comments/Feedback

A/650/8044	Installation of Underground Fibre Cables and Subduct in the Workplace	Level 2	17 Credits
FN7			

The aim of this unit is to ensure that the candidate has the appropriate pre-requisite training and is craft competent in the skills required to rod and rope duct and install underground fibre cable and/or subduct in accordance with job specifications, safe working practices and in the allocated time. The candidate must also understand how to communicate with others to ensure work is carried out effectively. This includes interpreting information on the work required and identifying and selecting the correct quantity and quality of materials, tools and equipment.

Additionally candidates must understand how to locate and protect U/G plant.

To achieve this unit candidates must carry out measuring, marking out, aligning, positioning, securing, removing and storing activities.

All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively.

Candidates must be familiar with rodding and cabling techniques and be trained to use the relevant mechanical aids and/or cabling vehicles, understand their responsibilities and the hazards associated with this type of work, including work carried out below ground level and in confined spaces.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and the accident and emergency procedures.

Finally candidates must understand the types of problems that can occur when carrying out this type of work [e.g. Identifying duct blockages] and the organisational procedures for dealing with them.

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

A/650/8044	Installation of Underground Fibre Cables and Subduct in the Workplace (Continued)	Level 2	17 Credits	
FN7				

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection should be used, relating to rodding and roping duct and installing underground fibre cable, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Roadworks guarding • Gas testing procedures • Method of cover removal/replacement • Water test (inspection chambers/joint boxes) • Collective protective measures • Personal protective measures (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV) • Safe use of equipment and mechanical aids			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods when rodding and roping duct and installing underground fibre cable or subduct.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Footway & Carriageway cover removal and replacement • Gas Testing Equipment procedures • Water testing and disposal of waste water • Rodding and cabling equipment and aids (rods, draw rope, cabling rope, guides, grips, lubricant)			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to ensure the quality of resources for the methods when rodding and roping duct and installing underground fibre cable for the specific site circumstances.			
5. Minimise the risk of damage to the work and surrounding area when rodding and roping duct and installing underground fibre cable or subduct.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			

A/650/8044	Installation of Underground Fibre Cables and Subduct in the Workplace (Continued)	Level 2	17 Credits
FN7			

	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when rodding and roping duct and installing underground fibre cable or subduct.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information when rodding and roping duct and installing underground fibre cable or subduct.	7.1 Demonstrate the following work skills when rodding and roping duct and installing underground fibre cable or subduct. • Storing • Positioning (vehicles, mechanical aids, cable drums etc.) • Testing (equipment) • Rodding and Cabling techniques (hand rodding, mechanical continuous rodding) • Use of mechanical aids			
	7.2 Rod and rope duct and install the underground fibre cable or subduct to given working instructions.			
	7.3 Describe how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to: • Candidate has completed the appropriate pre-requisite training, is experienced and is craft competent in this skill • All safety procedures followed, and safe working practices adopted, including gas testing, water testing (and disposal of water) and correct box/chamber cover removal including confined spaces. • All PPE available, in good order and used correctly. • The correct tools and associated cabling equipment must be in a satisfactory condition and free of any defects. • Suitable location chosen for vehicles, cable drums and equipment • Effective communications established prior to commencing work and throughout the operation • Identify and use the preferred method when using rodding equipment (hand or machine) • When using a duct motor, observe all the safety precautions for compressed air • Correct cabling guides used and correctly installed, to ensure that the cable is guided and protected from the cable drum through intermediate boxes to the final position. • Correct cable connector and cable end prepared correctly • Cable lubrication used • All testing requirements adhered to during the roping and installation of the Fibre Cable and/or subduct. • If blockages encountered, location identified correctly, and company procedures followed for further action			

A/650/8044	Installation of Underground Fibre Cables and Subduct in the Workplace (Continued)	Level 2	17 Credits		
FN7					

	7.4 Safely use materials, hand tools, portable power tools, mechanical aids and ancillary equipment.			
	7.5 Describe how to maintain the tools and equipment used when placing and finishing non-specialist concrete.			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when rodding, roping and pulling in Fibre Cable or subduct			

Assessor Comments/Feedback

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

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

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

F/503/1171	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits
643	(continued)		
	3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.		
	3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.		
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:		
	– lifting and handling aids – container(s) – fixing, holding and securing systems.		
	4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.5 Describe any potential hazards associated with the resources and methods of work.		
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Dispose of waste and packaging in accordance with legislation.		
	5.3 Maintain a clean work space when moving, handling or storing resources.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		

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

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

Assessor Comments/Feedback

D/650/8045	Installation of Overhead Fibre Cables in the Workplace	Level 2	12 Credits
FN8			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to install fibre cabling in an overhead network location in accordance with job specifications, safe working practices and in the allocated time. The Candidate must also understand how to communicate with others to ensure work is carried out in an effective manner.

The Candidate will be competent to work at height and be conversant with the safety practices and procedures for doing so, as outlined in the Work at Height Regulation 2005 (WAHR), and Safe Use of Ladders and Stepladders HSE Guide LA455.

The Candidate must be suitably accredited for the equipment and products used and must comply with HSE Guidance when using Mobile Elevating Platforms (MEWPs). Candidates will be assessed on their understanding of the PPE and equipment required, pole testing and climbing, ladder checking and ladder handling. They should also understand the importance of adequate pole route stability and loading on poles. The candidate must ensure that all equipment should be marked as per the LOLER regulations. (Lifting Operations and Lifting Equipment Regulations)

All work must be carried out in accordance with safe working practices, minimising risk of damage to the work and surrounding area and using and maintaining tools and equipment effectively e.g. [mechanical lifting].

Candidates must understand their responsibilities and the hazards associated with this type of work including work carried out when working at heights and at customer premises.

Candidates must also have knowledge of how to dispose of waste in accordance with legislation and environmental responsibilities, and of accident and emergency procedures.

Candidates must understand the types of problems that can occur when carrying out this type of work and their Company/organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when installing an overhead fibre cable in the workplace	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, site inspections and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: Drawings, specifications, schedules, risk assessments, method statements, and manufacturers' and suppliers' information			
2. Know how to comply with relevant legislation and official guidance when installing an overhead fibre cable in the workplace.	2.2 Describe their responsibilities regarding potential accidents and health hazards, whilst working: In the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting, proximity of overhead power lines, biological hazards [e.g., Creosote], vehicle traffic.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when installing an overhead fibre cable in the workplace	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when installing an overhead fibre cable			
	3.2 Comply with information relating to specific risks to health and safety when installing an overhead fibre cable.			

D/650/8045	Installation of Overhead Fibre Cables in the Workplace	Level 2	12
FN8	(Continued)		Credits

	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing an overhead fibre cable and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Access equipment. • LOLER regulations • Personal protective equipment (PPE) [safety harness] • Proximity to overhead power lines. • COSHH [creosoted wooden poles] • Vehicular traffic, due to proximity of pole to highway. • All work to carried out adhering to stipulations as outlined in NRSWA – (Safety at Street Works)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, traffic incidents and other task-related hazards.			
4. Select the required quantity and quality of resources for the methods of work to install an overhead fibre cable in the workplace.	4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • PPE, including fitting and adjustment of safety harness • Pole Furniture and fittings. • Access equipment • Hand and/or powered tools and equipment. • Stay Insulators. • Height measuring equipment.			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work.			
	4.6 Describe how to calculate quantity, length, and wastage associated with the method for installing an overhead fibre cable and to ensure the wooden pole or hollow pole shall be of the correct size and type for the specific site circumstances. Taking into consideration:- Pole loadings meet required specifications. Pole foundations must be adequate. Ground anchors must be adequate to take full stay loads			
5. Minimise the risk of damage to the work and surrounding area when installing an overhead fibre cable.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			

D/650/8045	Installation of Overhead Fibre Cables in the Workplace (Continued)	Level 2	12 Credits
FN8			

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when installing an overhead fibre cable	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times • Organisational procedures for reporting circumstances which will affect the work programme. • Completion of Line Plant records (Asset Recording)			
7. Comply with the given contract information when installing an overhead fibre cable in the workplace.	7.1 Demonstrate the following work skills when installing an overhead fibre cable. • Storing • Positioning, (on pole) • Tensioning, • Measuring – cable heights and clearance for road crossings. • Procedures when working in the vicinity of power cables (low/high voltage) • Recording,			
	7.2 Describe how to safely manage the tools and equipment used when constructing an overhead fibre cable installation. Taking into consideration: • Positioning of plant and equipment for the correct erection of a cable across a road. • Trailer and Cable drum and pulleys correctly positioned. • Correct pull up position used when raising cable. • Ensure compliance with manufacturers and installation guidance			
	7.3 Safely use materials, tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when installing an overhead fibre cable in the workplace.			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to: • Attaching and removing pole furniture and cable fittings safely for fibre installation. • Ensure cable height and separations from power plant meet specifications • Correct use of cable drums, pulleys, hand tools, power tools and equipment to manufacturers and installation guidance • Working at height. • Appropriate PPE used • Safe use of access equipment (Ladders, MEWPs etc.)			

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

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

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence Ref No		
1. Interpret the given information relating to the work and resources when locating and protecting utilities apparatus and sub-structures.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules, survey information and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • Drawings, specifications, schedules, risk assessments, method statements, organisational and manufacturers' information and regulations governing utilities			
2. Know how to comply with relevant legislation and official guidance when locating and protecting utilities apparatus and sub-structures.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
	2.4 Describe the types of fire extinguishers available when locating and protecting utilities apparatus and substructures and describe how and when they are used.			
3. Maintain safe and healthy working practices when locating and protecting utilities apparatus and sub-structures.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when locating and protecting utilities apparatus and sub-structures.			
	3.2 Comply with information relating to specific risks to health when locating and protecting utilities apparatus and substructures.			

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	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to locating and protecting utilities apparatus and sub-structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV)		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fi res, spillages, injuries, damage to utilities apparatus and sub-structures and other task related hazards.		
	3.6 Demonstrate the safe use of a fi re extinguisher relevant to a typical fire associated with locating and protecting utilities apparatus and sub-structures as relevant to the operations.		
4. Select the required quantity and quality of resources for the methods of work to locate and protect utilities apparatus and sub-structures.	4.1 Select resources associated with own work in relation to materials and components, tools and equipment, and electronic location instruments.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Electronic instruments • Marking and protection materials • Hand and/or powered tools and equipment • Ancillary equipment		
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.5 Describe any potential hazards associated with the resources and methods of work.		
5. Minimise the risk of damage to the work and surrounding area when locating and protecting utilities apparatus and substructures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Minimise damage and maintain a clean work space.		
	5.3 Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		

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6. Complete the work within the allocated time when locating and protecting utilities apparatus and sub-structures.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - Types of progress charts, timetables and estimated times - Organisational procedures for reporting circumstances which will affect the work programme			

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

Assessor Comments/Feedback

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