



**GQA Level 3 Certificate in Curtain Wall Installation
Competency Update**

**Qualification Reference Number
610/3720/5**



Personal Competence Summary

Name			Company/Centre		
Job Title			GQA Registration Number		
Mandatory Units					
Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
L/618/6364	Knowledge of Drawings, Specifications, Method Statements, and Safety Glazing relating to Curtain Wall Installation	2	3		
K/651/0171	Setting out a Curtain Walling System carry out the installation and deal with technical issues	3	10		
Optional Unit - Supervisor Pathway					
Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
R/651/0174	Supervising a Curtain Walling Installation Project and a team of Curtain Walling installers	3	10		

Previous qualifications achieved to allow access to competency update qualification:

Qualification Title	Qualification Reference Number	Certificate Number	Copy Included Y/N	Other proof

Supporting Evidence:

Type	Tick if included	Portfolio Reference	Assessor Signature
Up to date CV/Work History			
CPD/Training Records			

Work Records:

Type	Tick if included	Portfolio Reference	Assessor Signature
Evidence four completed Curtain Walling Installations			

Knowledge Tests - Test papers must be included in the portfolio

Test type	Date of pass	Test Score	Date of additional questioning
Health and Safety Test			
Installation Technical Knowledge Test			

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

Observation in the workplace ☐
 Records of prior experience ☐
 Testimonial(s) ☐
 Work records ☐

Assessment of knowledge ☐
 Witness statement(s) ☐
 Photographic evidence ☐
 External testing ☐

Passport Style
 Candidate Photo
 (Mandatory)

COMPETENCE COMPLETION SIGNATURES

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

	Name	Signature	Date
Candidate			
Lead Assessor			
Internal Verifier			
EQA			

Introduction to the Qualification

Who is this Qualification for?

The aim of this qualification is to confirm that the candidate who has achieved either the Level 2 NVQ in Curtain Wall Installation or a Fenestration Installation NVQ/SVQ that was achieved in the context of Curtain Wall Installation and has auditable proof that they have continued to develop their competence, skills and knowledge in line with current trends and working practices in the curtain walling industry.

The candidate will also need to demonstrate they can install components of the curtain walling system and comply with the appropriate weatherproofing specification. All of the work needs to be completed in accordance with relevant legislation, regulations and health and safety guidelines.

For those undertaking the Supervisor Pathway, as this is a level 3 qualification the candidate will also need to provide proof that they have undertaken at least 2 supervisory roles in the past 12 months.

For individuals who have not yet achieved a qualification that allows access to this qualification, GQA has qualifications at Level 2 and Level 3.

More information can be obtained by email to info@ggaqualifications.com or by phone on 01142 720033

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. This update qualification is made up of 2 mandatory units for installers, with a Credit Value of 13 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.

Mandatory Units					
Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
L/618/6364	Knowledge of Drawings, Specifications, Method Statements, and Safety Glazing relating to Curtain Wall Installation	2	3		
K/651/0171	Setting out a Curtain Walling System carry out the installation and deal with technical issues	3	10		
Supervisor Pathway					
Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
R/651/0174	Supervising a Curtain Walling Installation Project and a team of Curtain Walling installers	3	10		

Mandatory Optional Unit for Supervisors

For those installers who also require proof of competence in a Supervisory role they will need to complete the above unit in addition to the 2 mandatory units.

Full Additional Assessment requirements

GQA Qualification Implementation Guidance and the assessment strategy must be followed.

Pre-requisite for entry:

This qualification is only available to those who have achieved a Level 2 NVQ in Curtain Wall Installation or a Fenestration Installation NVQ/SVQ that was achieved in the context of Curtain Wall Installation

Assessment:

There are a range of assessment methods which can be used for this qualification including:

Observation on site is the main assessment method used for the performance criteria in this qualification. The onsite observation will need to cover two of the following tasks, one of these needs to be setting out datum points.

- Setting out of the grid from datum points
- Installing mullion and transom, either stick form or ladder system (pre-assembled)
- Installing, glass, panels, windows, or doors into the system
- Installing perimeter edge detail
- Installing a module in a unitised panel
- Installing a Facetted Curtain Walling system
- Installing a Structurally Glazed Curtain Walling System
- The observation must include observing the candidate working following contract drawings
- Simulation is not acceptable

Professional Discussion

A professional discussion is required to be held with the candidate, to cover at least 3 of the other tasks from the observation list above that have not been observed on-site. If more than two of the tasks listed above have been observed on site, these can be omitted from the professional discussion. The professional discussion needs to be at least 45 minutes in duration and recorded for auditing purposes

Written or oral questioning

For the knowledge criteria the candidates can supply either written answers or a recorded verbal question and answer session with the assessor can be used.

Additional evidence requirements

Is required to provide proof of substantial employment within the Façade Envelope Industry since the previous assessment (substantial is defined as at least 50% of the time since the previous qualification achievement). Other supporting evidence could include Continued Professional Development (CPD) records, covering any training received, e.g., methods, products, materials or fixings updates, and Employer testimonies confirming Curtain Walling System Installation Industry experience during the last 12 months.

The learner must prove continued knowledge in Curtain Walling installations by achieving the pass mark in the following GQA knowledge tests:

- GQA Curtain Walling System Health and Safety Test,
- GQA Curtain Walling System, Product knowledge Test

Supervisory Pathway

For those candidates taking the supervisory unit (R/651/0174) the following evidence must be provided:

Observation on site is the main assessment method used for the performance criteria in this unit. The onsite observation will need to cover two of the following tasks, one of these needs to be either carrying out a health and safety risk assessment or carrying out quality checks on completed work

- Carrying out a health and safety risk assessment
- Delivering a toolbox talk
- Attending site and progress meetings
- Evidence of dealing with technical issues
- Evidence of supervising a team of curtain walling installers
- Evidence of carrying out quality checks on completed work
- Evidence of taking part in the handover process

Professional Discussion

A professional discussion is required to be held with the candidate, to cover the other tasks from the observation list above that have not been observed on-site. If more than two of the tasks listed above have been observed on site, these can be omitted from the professional discussion. The professional discussion needs to be at least 45 minutes in duration and recorded for auditing purposes

Further details can be accessed by contacting GQA: 01142 720033 / info@gqaqualifications.com

Types of evidence:

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

Potential sources of evidence:

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

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

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

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

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

1. Equality of Opportunity

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

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a 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 EQA national award

GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

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

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

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

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

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

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

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

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

3. Qualification/Unit of Credit Candidates

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

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

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

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

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

4. Evidence

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

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

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

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

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

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

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

The answer can only be:

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

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

5. Performance Evidence

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

One is called product evidence and the other process evidence.

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

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

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

Performance evidence can be:

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

The exceptions this are:

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

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

Knowledge evidence

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

It should not be necessary to test all 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 regarding the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Knowledge of Drawings, Specifications, Method Statements, and Safety Glazing relating to Curtain Wall Installation							
GQA Ref	CWCC1	Regulatory Ref	L/618/6364	Level	2	Credit Value	3
<u>Aims</u> The aim of this unit is to provide learners with the knowledge and understanding of how to use relevant drawings, specifications and method statements when carrying out curtain walling installation. It also covers the requirements for safety glass to be installed in certain parts of the curtain walling system.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Know the purpose of Method Statements use for Curtain Wall Installations	1.1 Explain what a Method Statement is						
	1.2 List the contents of a typical Method Statement used for Curtain Wall Installations						
	1.3 Explain how to use the Method Statement when carrying out the installation of Curtain Walling						
	1.4 State how to identify how the current version of the Method Statement for work being carried out						
	1.5 Explain why there is a need to acknowledge that the Method Statement has been read and the organisations procedure for doing this						
	1.6 State who is responsible for writing the Method Statement						
	1.7 Explain what the term Risk Assessment Method Statement (RAMS) refers to and clarify the different aims of the two parts						
2. Know the types of drawings used in relation to install Curtain Walling	2.1 State the purpose of a site plan and what it shows						
	2.2 State the purpose of a block plan and what it shows						
	2.3 State the purpose of an Elevation Drawing and what it shows						

	2.4 State the purpose of a construction detail drawing and what it shows			
	2.5 State the purpose of a section detail drawing and what is shows			
	2.6 State the purpose of a glazing detail drawing and what is shows			
	2.7 State the purpose of a fixing bracket detail drawing and what it shows			
	2.8 State the purpose of a perimeter detail drawing and what it shows			
	2.9 Explain how to identify that the current version of a drawing is being used			
	2.10 Explain what to do if an error was found on one of the drawings			
3. Know the types of specifications used in the installation of Curtain Walling	3.1 Explain the purpose of a specification and how it is used when installing Curtain Walling			
	3.2 Explain the term National Building Specification (NBS) in relation to Curtain Walling Specifications			
	3.3 State which NBS relates to Curtain Walling Installations			
	3.4 Describe what information is contained in a specification and how it is used for installing Curtain Walling			
	3.5 State what would happen if the Curtain Walling was not installed as stated in the specification			
4. Know the types of loads that can be applied on a Curtain Wall Structure	4.1 State three types of loads that can be applied to a Curtain Walling System			
	4.2 Explain how each type of load stated in 4.1 can affect the Curtain Walling Structure			
5. Know the types of safety glazing used in Curtin Walling and why it is used	5.1 List the types of safety glass that can be used in Curtain Walling Systems			
	5.2 State where safety glass needs to be used in Curtain Walling Installation and why it is required in these locations			
	5.3 Explain how to ensure the glass being installed is safety glass			
	5.4 Explain where fire safety glass might be required to be installed in a Curtain Walling Project			

Assessor Comments/Feedback

Setting out a Curtain Walling System, carry out the installation and deal with technical issues							
GQA Ref	CWCC3	Regulatory Ref	K/651/0171	Level	3	Credit Value	10
<u>Aims</u> The aim of this unit is to show that the candidate has the required skills and knowledge to use datum points to set out starting points and grid lines for the curtain walling grid and install curtain walling systems in line with best practice and relevant legislation. The curtain walling system installed can be either, stick system, unitised, faceted or structurally glazed systems. The candidate will also need to demonstrate how to recognise and deal with any technical issues that may arise when setting out the curtain walling system.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:	Evidence Ref No.				
			1	2	3		
1. Be able to set out the curtain walling grid for set datum and grid line points		1.1 Collect the relevant information on the datum points to use to make measurements from					
		1.2 Identify the correct datum point and grid line points to use to take setting out measurements from					
		1.3 Use suitable equipment to transfer the datum points to the required location to set out curtain walling grid from					
		1.4 Share the measurements and markings with the relevant people					
2. Be able to install a curtain walling system in accordance with job specifications including safe working practices		2.1 Identify the correct specification and latest updated drawings to use for the curtain walling installation being carried out					
		2.2 Identify and select the correct profiles/units to start to install the curtain walling					
		2.3 Identify and select the correct components used to assemble the curtain walling system					
		2.4 Install the curtain walling system ensuring it is square, line, levelled and plumb					
		2.5 Assemble the section of the façade system ensuring all joints and components are installed to specification and to produce a weatherproof finish					

	2.6 Comply with health and safety guidelines throughout the work			
3. Be able to close the building envelope in accordance with job specifications following safe working practices	3.1 Install glass/panels or units or attaching perimeter details into a curtain walling system ensuring they create a weatherproof seal to meet job specifications			
	3.2 Comply with health and safety legislation at all times			
4. Understand the current health and safety requirements for working within the façade installation environment	4.1 Identify current legal and statutory requirements and best practice in health and safety to adhere to in the façade installation working environment			
5. Understand the current legislation and current codes of practice in the curtain walling installation working environment	5.1 Demonstrate current knowledge of relevant industry codes of practice and regulations relevant to façade installation working environment			
6. Understand how to recognise technical problems and how to solve them	6.1 Demonstrate how to recognise any technical problems with the work being carried out and how to report and solve them			

Assessor Comments/Feedback

Supervising an installation project and team of Curtain Wall Installers							
GQA Ref	CWCC4	Regulatory Ref	R/651/0174	Level	3	Credit Value	10
<u>Aims</u> The aim of this unit is for the candidate to demonstrate their skills, knowledge and understanding of supervising an installation of a façade system and leading a team of installers. They will need to demonstrate they can complete all relevant documentation and follow all health and safety regulations, policies and procedures. They should be able to carry out quality checks both during and after the installation, complete relevant paperwork and carry out the handover process to the client.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:	Assessment criteria: The learner can:			Evidence Ref No.			
				1	2	3	
1. Know how to control the safety issues, use relevant documentation and implement safe working practices	1.1 Describe the types of safety issues that maybe present while carrying out the installation						
	1.2 List the health and safety documents which you need to use in your roles and explain how you would use them						
	1.3 Explain how to carry out a health and safety risk assessment and how you share the outcome of this with your team						
	1.4 Describe the action you would take if you found a significant health and safety issue in the area your team are working in						
	1.5 Describe the purpose of a Risk Assessment Method Statement (RAMS) document and outline when you need to update the RAMS document how would you share the contents with your team						
	1.6 Explain how to select a safe route and method to transport, materials, tools and equipment to the work location						
	1.7 Explain how to set up an exclusion zone to keep the team safe while carrying out their work						
	1.8 Explain the purpose of a toolbox talk and how you deliver and record who has attended them						

	1.9 Explain how you identify the competency level of your team and the actions you would take if they did not have the required training, competence and authorisation to carry out the work			
2. Be able to control the health and safety processes within your area or responsibility within a curtain walling project	2.1 Carry out a health and safety risk assessment of your area			
	2.2 Complete risk assessment documentation and share this with the relevant people			
	2.3 Share the contents of the Risk Assessment Method Statement (RAMS) documentation with your team			
	2.4 Deliver a toolbox talk to your team and complete relevant documentation			
	2.5 Identify the competency level of your team and checking they have the required documentation to allow them to carry out the work			
	2.6 Check the safe route to transport tools, materials and equipment to the work location			
	2.7 Set up a safety exclusion zone to protect the installers who are working in the area			
3. Know the types of information you need to share about a curtain walling project and who you need to share it with	3.1 State the different types of documentation you complete and explain how they are used			
	3.2 Explain who you need to share information on relating to a curtain walling project and why you need to share it with them			
	3.3 Explain the purpose of the following documentation: • Progress schedules • Programme schedules • Glass schedules • Details construction drawings • Inspection and Test Plan			
	3.4 Describe the types of support and guidance you can provide the site manager and your own manager with			
	3.5 Explain how you would deal with any additional work you are given by the site manager			
4. Be able to share information about a curtain walling project and who you need to share it with	4.1 Complete relevant documentation relating to your role in a curtain walling project			
	4.2 Provide information to the relevant person on time and in the required format			

	4.3 Attend site meetings and provide information on progress as requested			
	4.4 Provide information to your team on work that needs to be carried out			
5. Know the reasons for carrying out quality checks on work in progress and completed work	5.1 Explain the reasons for carrying out quality checks during the work and when the work has been completed			
	5.2 Explain how to carry out quality check, the areas to focus on and the documentation to be used			
	5.3 Describe what to do if there are areas of the work that do not meet the required quality standard			
	5.4 Explain why it is important to involve your team in carrying out quality checks of the work they complete			
6. Be able to carry out quality checks during the work and on completion of the work	6.1 Carry out quality checks on work being carried out and record findings			
	6.2 Share the outcome of the quality checks during the work being carried out on the appropriate documentation and to the relevant people			
	6.3 Carry out quality checks on the completion of the work and record findings			
	6.4 Share the outcome of the quality checks carried out, on completion of the work using the appropriate documentation and share with the relevant people			
7. Know how to complete the handover process on completion of the work	7.1 Explain the information required to complete the handover process			
	7.2 Explain the documentation required to complete the handover process			
	7.3 Explain who should be present at the handover process and what their roles are			
	7.4 Describe why the handover process is important to the company you are working for and for the main contractor			
8. Be able to carry out the handover process with the relevant people	8.1 Complete the relevant documentation required for the handover process			
	8.2 Carry out the handover process with the relevant people			

Assessor Comments/Feedback

Notes

Notes