

GQA

All about the learner

GQA Level 3 NVQ Diploma in Formwork (Construction)

Qualification Number

610/7906/6

Qualification specification

Summary of changes

This section records the version history of this qualification specification. Centres must ensure that they are using the most current approved version available via the GQA website and GQAonline.

Version	1
Publication date	01/09/2026
Summary of amendments	First publication of the qualification specification

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Qualification Summary

Qualification Title	GQA Level 3 NVQ Diploma in Formwork (Construction)
Qualification Review Date	31/08/2029
Qualification Number	610/7906/6
Total Qualification Time (TQT)	910
Guided Learning Hours	481
Credit value	91
Qualification purpose	The GQA Level 3 NVQ Diploma in Formwork (Construction) is designed for experienced formwork operatives who want to advance their skills, gain recognition for their occupational competence and progress within the construction and civil engineering industries. It provides a progression route from a relevant Level 2 qualification, or from equivalent workplace experience, and enables learners to demonstrate competence in constructing, erecting, striking, maintaining and repairing complex timber and proprietary formwork systems. Achievement can support progression into advanced, supervisory or technical roles, including formwork supervisor, foreperson or chargehand, temporary works operative, site supervisor and assistant site manager.
Grading	Pass/Fail
Assessment	This qualification is assessed by a Portfolio of Evidence
Entry Requirements	The learner must be in employment and have access to appropriate assessment opportunities.
Progression	The Level 3 NVQ Diploma in Formwork (Construction) provides a progression route from skilled operative roles into supervisory, technical and management positions across the construction and civil engineering sectors. It supports career development in complex concrete structures, temporary works, infrastructure projects and site management. Candidates who complete this qualification are eligible to apply for a CSCS Gold Skilled Worker Card upon successful achievement of the qualification.

1: Introduction

GQA Qualifications

GQA Qualifications Limited is an Awarding Organisation for specialist sectors and occupational roles. Our current qualifications cover a wide range of sectors, including the Glass and Fenestration Industries, Construction, Print, Automotive Glazing, Polymers, Nuclear, Chimney Occupations, Meteorology and Print.

We aim to work with industries where we have access to knowledge within GQA, giving us a real ability to discuss specific qualifications with both centres and employers.

Qualification development is carried out in accordance with regulatory and Sector Skill Council requirements, using industry experts throughout the development and consultation processes.

At GQA, our purpose is clear: to bring learning to life. We believe every learning experience holds the potential for personal growth, and that is why our team is dedicated to creating meaningful, engaging opportunities that make a real difference in the lives of learners.

Centre Approval

To offer a GQA qualification, a centre must be recognised and approved by GQA. Approval requires centres to show they have appropriate systems, resources and competent staff in place to deliver, assess and quality assure the qualification.

Centres must provide evidence of:

- suitably qualified and occupationally competent staff
- effective internal quality assurance arrangements
- appropriate physical and learning resources
- policies and procedures that support learner protection and regulatory compliance

Approval decisions are based on the sufficiency of these arrangements for the qualification being delivered. Centres must also gain approval for each qualification they intend to offer, and no learner assessment may take place until both centre and qualification approval have been confirmed by GQA.

Qualification Specification

Each GQA qualification is supported by a qualification specification containing the information centres need to deliver, assess and quality assure the qualification.

The qualification specification is a controlled document and must be used by centres to plan delivery and assessment. Relevant GQA policies and procedures, including those for centre approval, appeals, reasonable adjustments and recognition of prior learning, are available via the GQA website and GQAonline.

Qualification specifications can also be found on our website: https://g-q.a.com. For existing approved centres, they can be downloaded from GQAonline.

Centres must ensure they are using the most recent version of the qualification specification for planning and delivery purposes.

Reproduction of this document

Centres may reproduce this qualification specification for internal use only. The content must not be altered, adapted or presented in a way that changes its meaning or regulatory intent.

2. Qualification Summary

Qualification structure

Unit number	Unit name	Credit value	GLH
Mandatory units			
D/652/0267	Confirming work activities and resources for an occupational work area in the workplace	10	43
F/652/0268	Developing and maintaining good working relationships in the workplace	8	37
H/652/0269	Confirming the occupational method of work in the workplace	11	47
A/652/3470	Erecting and striking timber and proprietary formwork in the workplace	20	110
K/652/3628	Constructing, maintaining and repairing complex timber and proprietary formwork in the workplace	20	100
L/652/3629	Erecting and striking complex timber and proprietary formwork in the workplace	23	100
L/652/1503	Conforming to general workplace health, safety and welfare in the workplace	2	17
J/652/1501	Moving, handling or storing resources in the workplace	5	27
Additional units (Not mandatory)			
T/651/7908	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	12	50
Y/651/7909	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	14	57
F/651/7910	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	12	50

Total Qualification Time

Total Qualification Time (TQT) is the estimated time a learner typically needs to achieve the qualification, including guided learning, independent study, workplace activity and assessment.

- The TQT for this qualification is: 910 hours.

Guided Learning Hours

Guided Learning Hours (GLH) represent the time spent being taught, instructed or supervised by a tutor, trainer or assessor.

- The GLH for this qualification is: 481 hours

Entry guidance

Learners should be aged 16 years and over to undertake this qualification, be in employment and have access to appropriate assessment opportunities.

Centres are responsible for ensuring that all learners are capable of achieving the learning outcomes, assessment criteria and complying with the relevant literacy and numeracy requirements.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve all of the mandatory units. There are three optional additional units that are not required to be taken to achieve the qualification.

To gain this qualification, learners must successfully demonstrate their achievement of all learning outcomes of the units as detailed in this qualification specification.

Resource requirements

There are no prescribed mandatory physical resources for this qualification. Centres must, however, ensure learners have access to a working environment, information, documentation, staff support and assessment arrangements needed to generate valid evidence across all units.

How the qualification is assessed

This qualification is internally assessed through a portfolio of evidence generated from the learner's workplace practice and externally quality assured by GQA. Assessment is based on achievement of the published learning outcomes and assessment criteria.

Workplace evidence of skills cannot be simulated, unless specified in the qualification assessment strategy.

Assessment strategy

Assessment must be planned, conducted and quality assured so that evidence is valid, authentic, sufficient, current and reliable.

This qualification is designed to be delivered and assessed in the construction sector. The learning outcomes and assessment criteria are written to be met through occupational formwork activity that genuinely occurs in the learner's own workplace and role, and assessors must judge evidence within that context. Evidence is assessed at the level and intent of each unit — competent practice within the learner's own role and area of responsibility — and learners are not expected to make decisions, amend controlled documentation or take actions outside their role, authority or competence.

Accessibility, Inclusion and Equality

Accessibility of Assessment

GQA is committed to ensuring that assessment for this qualification is fair, accessible and inclusive whilst maintaining the validity, reliability and comparability of assessment decisions.

Assessment evidence may be presented in a variety of formats provided that the assessor can determine that the assessment criteria have been met and that authenticity can be confirmed. Depending on the needs of the learner and the nature of the evidence, this may include:

- written evidence
- professional discussions
- audio-recorded evidence
- video-recorded evidence
- witness testimony
- assessor observation records
- presentations
- workplace documentation
- electronic portfolio evidence
- other agreed accessible evidence formats

Assessment methods and evidence formats may be adapted through reasonable adjustments where these do not compromise the purpose of the assessment or the competence being assessed. Evidence may be presented in written, recorded, professional discussion, witness testimony, audio, video or other accessible formats where validity is maintained.

Centres must identify support requirements during initial assessment and throughout the learner journey and must ensure learners are informed of the arrangements available for reasonable adjustments and special consideration. Initial assessment must consider the learner's access requirements, workplace opportunities, preferred methods of communication and any additional support needs.

Workplace Evidence and Equality

Where a learner's disability, health condition, pregnancy, maternity status or other protected characteristic affects access to specific workplace activities, centres must explore alternative approaches that enable the learner to generate valid evidence whilst maintaining the integrity of the qualification.

This may include:

- use of alternative naturally occurring workplace evidence
- use of professional discussion to supplement evidence
- use of anonymised workplace documents
- remote participation where appropriate
- adaptation of evidence collection arrangements
- alternative evidence sources that demonstrate equivalent achievement of the assessment criteria

Reasonable adjustments must not alter the standard required for achievement but should remove unnecessary barriers to evidence generation and assessment.

Validity and level.

The Level 3 demand in this qualification requires learners to apply knowledge, skills and understanding within their own work activities and areas of responsibility. Learners are expected to plan and organise work, select and adapt appropriate methods and resources, identify and resolve issues, and make decisions appropriate to their role. Evidence must show the learner's own contribution, judgement and understanding of workplace activities. Evidence that only describes organisational arrangements without demonstrating the learner's involvement or application of skills will not meet the requirements of the qualification. Equally, learners must not be required to demonstrate responsibilities, authority or decision-making beyond those normally associated with their job role.

Malpractice, plagiarism and the use of AI tools

Centres must have procedures to prevent, detect and manage malpractice, including plagiarism and the submission of work that is not the learner's own, in line with GQA's published malpractice requirements.

Sufficiency, currency and cross-referencing

Evidence must be sufficient, current and clearly cross-referenced, so each assessment criterion can be identified and assessed with confidence.

Simulation

Simulation must not be used unless it is expressly permitted within unit requirements or approved by GQA in accordance with its published policy.

Internal assessment

Each learner must create a portfolio of evidence generated from appropriate assessment tasks, which demonstrates achievement of all the learning outcomes associated with each unit.
On completion of each unit, learners must declare that the work produced is their own and the assessor must countersign this.

Qualification delivery

Pre-course Information

All learners should be given appropriate pre-course information regarding any GQA qualifications. The information should explain the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a GQA qualification undertakes some form of initial assessment. The initial assessment should be used to inform a tutor of the level of the learner's current knowledge and/or skills and any additional specific support requirements the learner may need. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable, and relevant to GQA qualifications.

Teaching resources

All teaching materials and additional resources used to support the delivery of this qualification must be appropriate. Centres must ensure when developing or sourcing delivery materials that careful consideration is given to the safeguarding and wellbeing of their learners in line with the centre's policies and procedures.

Learner Registration

Once approved to offer a qualification, centres must follow GQA's procedures for registering learners. Learner registration is at the discretion of the centre and in line with equality legislation and health and safety requirements. Centres must register learners before any assessment can take place.

Tutor, Assessor and Internal Quality Assurer Requirements

All members of staff involved with the qualification (assessing or IQA) will need to be occupationally competent in the subject area being delivered.

This could be evidenced by a combination of:

- A higher level qualification in the same subject area as the qualification approval request
- Experience of the delivery/assessment/IQA of the qualification requested
- Work experience in the subject area of the qualification.

Centre staff will also be expected to have a working knowledge of the requirements of the qualification and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance.
They are also expected to undertake continuous professional development (CPD) to ensure they remain up to date with work practices and developments associated with the qualifications they assess or quality assure.

Tutors and Trainers

Tutors or trainers who deliver a GQA qualification must possess a teaching qualification appropriate for the level of qualification they deliver.

This can include:

- Further and Adult Education Teacher's Certificate
- Cert Ed/PGCE/Bed/Med
- PTLLS/CTLLS/DTLLS
- Level 3 Award/Level 4 Certificate/Level 5 Diploma in Education and Training.

Assessor

Centre staff who assess a GQA qualification must possess an assessing qualification appropriate for the level of qualification they are delivering or they should be working towards a relevant qualification and have their assessment decisions countersigned by a qualified assessor.

Suitable assessor qualifications can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33.

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit or qualification specifications.

Internal Quality Assurer

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for GQA Qualifications must possess or be working towards a relevant IQA qualification and have their quality assurance decisions countersigned by a qualified internal quality assurer.

This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 qualification (internal quality assurance of the assessment process)
- D34 qualificationion (internally verify NVQ assessments and processes).

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above.

External Quality Assurance

GQA undertakes external quality assurance to ensure that centres comply with qualification requirements and maintain consistent assessment standards. External quality assurance activities may include:

- review of assessment and internal quality assurance decisions
- sampling of learner evidence
- observation of assessment practice
- interviews with centre staff and learners

External quality assurance ensures that assessment decisions are valid, reliable and consistent across centres.

Centres must provide GQA with access to learner evidence, assessment and internal quality assurance records, staff records and any other documentation reasonably required to support external quality assurance activity. Centres must also address any actions arising from external quality assurance within the timescales set by GQA.

Complaints

Any complaints that a centre/employer, learner/apprentice or key stakeholder may wish to make in relation to the qualifications/end-point assessments and associated services offered by GQA should be made according to our Complaints Policy. This policy can be found on the GQA website.

Appeals

If a learner, or centre for any reason, considers that they have been wrongly refused access to fair assessment and wishes to appeal, they should follow the Centres Appeals Policy, and if not satisfied with the outcome of this, they can follow the GQA Appeals policy and procedure. This policy can be found on the GQA website.

Reasonable Adjustments and Special Considerations

GQA aims to facilitate access for learners who are eligible for reasonable adjustments and/or special consideration in assessment, whilst ensuring that the assessment of knowledge, skills, understanding and competence is not compromised. If a learner requires a Reasonable Adjustment to be applied to their qualification, approval for this must be requested through the centre's EQA.

RPL

RPL Recognition of Prior Learning (RPL) is the recognition of non-certificated learning towards a full (not partial) unit or qualification. GQA allows learners to RPL previous learning. A centre must have an RPL policy in place which should be followed if a learner requests to use this process.

3: Unit content

This section provides details of the structure and content of this qualification.

Unit Name	**Confirming work activities and resources for an occupational work area in the workplace**		
Unit Number	D/652/0267		
GLH	43	TQT	100
Level	3	Credit value	10
Unit Aim	This unit applies to occupational work areas within the formwork and construction environment. This unit aims to enable learners to plan and confirm work activities and resource requirements for an occupational work area, ensuring work is carried out efficiently, safely and in line with project requirements.		
Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*		
1. Identify work activities, assess required resources and plan the sequence of work.	1.1 Identify work activities, assess required resources and plan the sequence of work.		
	1.2 Identify work activities and formulate a plan for their own sequence of work.		
	1.3 Explain the types of work relative to the occupational area and how to identify different work activities.		
	1.4 Explain methods of assessing the resources needed from a range of available information.		
	1.5 Explain the required information and the different methods used to prepare a work programme relative to the occupational area.		
2. Obtain clarification and advice where the resources required are not available.	2.1 Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.		
	2.2 Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.		
3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1 Assess progress of work against project requirements, taking into account external factors relating to: • other occupations and /or customers • resources • weather conditions • health and safety requirements.		
	3.2 Explain different methods of evaluating work activities against the following project requirements: • contract conditions • contract programme • health and safety requirements of operatives.		

3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.3 Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: • other related programmes • special working conditions • weather conditions • other occupations/people • resources • health and safety requirements.
4. Identify work activities which influence each other and make the best use of the resources available.	4.1 Determine work activities that have an influence on each other.
	4.2 Evaluate which work activities make the best use of available resources in relation to: • occupations and/or customers associated with the work • tools, plant and/or ancillary equipment • materials and components.
	4.3 Explain different methods and sources that can identify which work activities influence each other.
	4.4 Describe how to determine the sequence of work activities and how long each work activity will take.
	4.5 Describe what zero and low carbon requirements are.
	4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.
5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1 Evaluate project progress against the work programme to identify any changed circumstances.
	5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme.
	5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.
	5.4 Explain how to assess contractual/work effects resulting from alterations to the work programme.
	5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

Unit Scope

This unit covers the skills and knowledge required to plan, organise, monitor and review work activities within a construction occupational work area. Learners must be able to identify work activities, assess resource requirements, sequence work efficiently, coordinate with others, evaluate progress against project requirements and respond appropriately to changing circumstances.

Unit Range

Work Activities

Work activities may include:

- Site preparation activities.
- Measurement and setting out.
- Installation activities.
- Inspection and quality checks.
- Material handling and storage.
- Maintenance activities.
- Finishing activities.
- Handover and completion activities.

Resources

Resources may include:

- Labour and workforce requirements.
- Materials and components.
- Tools and equipment.
- Plant and machinery.
- Documentation and information.
- Time allocations.
- Financial resources.

Sources of Information

Information may include:

- Drawings and specifications.
- Work schedules and programmes.
- Method statements.
- Risk assessments.
- Manufacturers' instructions.
- Contract documentation.
- Site instructions.
- Company procedures.
- Environmental requirements.

Sources of Advice and Clarification

Sources may include:

- Site supervisors.
- Contracts managers.
- Project managers.
- Technical specialists.
- Suppliers and manufacturers.
- Health and safety personnel.
- Clients and customers.
- Other trades and contractors.

External factors

- Weather conditions.
- Site restrictions.
- Availability of labour.
- Availability of materials and equipment.
- Activities of other occupations and trades.
- Customer requirements.
- Health and safety constraints.
- Environmental requirements.
- Contractual obligations.

Project Requirements

Project requirements may include:

- Contract specifications.
- Quality standards.
- Completion dates.
- Cost constraints.
- Health and safety requirements.
- Environmental requirements.
- Client requirements.
- Building regulations and industry standards.

Work Activities Influencing Each Other

Examples include:

- Delivery of materials before installation.
- Access arrangements affecting multiple trades.
- Inspection and approval stages.
- Coordination of labour and plant.
- Sequencing of finishing works.

Changed Circumstances

Changed circumstances may include:

- Delayed material deliveries.
- Labour shortages.
- Design changes.
- Variations to client requirements.
- Unexpected site conditions.
- Adverse weather.
- Equipment breakdown.
- Health and safety issues.
- Programme delays caused by other trades.

Zero and Low Carbon Considerations

May include:

- Reduction of material waste.
- Efficient use of resources.
- Recycling and reuse of materials.

Unit Name	**Developing and maintaining good occupational working relationships in the workplace**		
Unit Number	F/652/0268		
GLH	37	TQT	80
Level:	3	Credit	8
Unit Aim	This unit is aimed at understanding how to work well with others on site. It focuses on communicating clearly, treating people fairly, sharing information at the right time, offering help and advice, and dealing with disagreements in a respectful way. The aim is to support safe, effective teamwork so work activities are completed to the required standard.		
Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*		
1. Develop, maintain and encourage working relationships to promote goodwill and trust.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.		
	1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.		
	1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.		
	1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.		
2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1 Communicate on the following work activity information to relevant people following organisational procedures: • appropriate timescales • health and safety requirements • co-ordination of work procedures.		
	2.2 Explain the different methods and techniques used to inform relevant people about work activities.		
	2.3 Explain the effects of not informing relevant people with the expected level of urgency.		
	2.4 Explain the different types of work activity related information and to what level of detail the following people would expect to receive: • colleagues • employers • customers • contractors • suppliers of products and services • other people affected by the work/project.		
3. Offer advice and help to relevant people about work activities and encourage	3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.		

questions/requests for clarification and comments.	3.2 Explain the techniques of encouraging questions and/or requests for clarification and comments.
	3.3 Explain the different ways of offering advice and help to different people about work activities, in relation to: • progress • results • achievements • occupational problems • occupational opportunities • health and safety requirements • coordinated work.
4. Clarify proposals with people and discuss alternative suggestions.	4.1 Engage in regular discussions with relevant people about the occupational work activity and/or other occupations involved.
	4.2 Explain the methods of clarifying alternative proposals with relevant people
	4.3 Explain the methods of suggesting alternative proposals.
5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.
	5.2 Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

Unit scope

This unit covers the skills, knowledge and behaviours required to establish and maintain effective working relationships in the workplace. Learners must communicate appropriately with others, share work-related information, provide support and advice, resolve differences constructively, and promote teamwork, trust, respect and equality to support the safe and efficient completion of work activities.

Unit Range

People and Working Relationships

- Supervisors, managers and team leaders
- Colleagues and other trades
- Customers and clients
- Contractors, suppliers and delivery personnel
- Other people affected by the work (e.g. occupants, members of the public)

Communication

- Sharing work-related information clearly and at the right time
- Using verbal, written and digital communication methods
- Listening, questioning and responding appropriately
- Reporting progress, delays or issues
- Adjusting communication to suit different people and situations

Equality, Fairness and Respect

- Treating others fairly and with respect
- Applying equality and diversity principles in the workplace
- Supporting inclusive working practices
- Challenging inappropriate behaviour in line with organisational procedures

Advice, Support and Cooperation

- Offering advice and help to others when required
- Encouraging questions and requests for clarification
- Sharing knowledge and experience to support team performance
- Working cooperatively with others to achieve work objectives

Unit Name	**Confirming the occupational method of work in the workplace**		
Unit Number	H/652/0269		
GLH	47	TQT	110
Level:	3	Credit value	11
Unit Aim	This unit aims to develop understanding of how to decide the best way to carry out work activities in the workplace, how to use drawings, specifications and other project information to plan how work should be done, check what resources are needed, and find additional information when required. It also aims to develop the learner's understanding of how to choose safe and efficient methods of work and explain these clearly to others on site.		
Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*		
1. Assess available project data accurately to determine the occupational method of work.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.		
	1.2 Explain how to summarise the following project data: • required quantities • specifications • detailed drawings • health and safety requirements • timescales • scope of works.		
	1.3 Explain the different methods of assessing available project data.		
	1.4 Explain how to use project data to interpret the work method, In relation to: • standard work procedures – sequence of work • organisation of resources (people, equipment, materials) • work technique • working conditions (health, safety and welfare) • risk assessment.		
2. Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.		
	2.2 Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: • customers or representatives • suppliers • regulatory authorities • manufacturer's literature.		
3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1 Examine potential work methods to carry out the occupational work activity.		
	3.2 Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.		

3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.3 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: • health and safety welfare (principles of protection) • fire protection • access and egress • equipment availability • availability of competent workforce • pollution risk • waste and disposal • zero and low carbon outcomes • weather conditions.
	3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: • conforming to statutory requirements • customer and user needs • contract requirements in terms of time, quantity and quality environmental considerations.
	3.5 Explain how different methods of work can achieve zero/low carbon outcomes.
4. Confirm and communicate the selected work method to relevant personnel.	4.1 Confirm the selected occupational work method that meets project, statutory and contractual requirements.
	4.2 Communicate appropriately to relevant people on the selected occupational work method.
	4.3 Describe the different techniques and methods of confirming and communicating work methods to relevant people.
	4.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.

Unit scope

This unit covers the skills, knowledge and behaviours required to identify, assess and select suitable methods of work for occupational activities in the workplace. Learners must interpret project information, evaluate work methods, select appropriate resources, obtain additional information when required, and communicate the agreed method of work to ensure activities are carried out safely, efficiently and in accordance with project, statutory and contractual requirements.

Unit Range

Project Information and Data

- Drawings, specifications and detailed plans
- Schedules, programmes of work and timescales
- Manufacturer's information and technical literature
- Risk assessments, method statements and health and safety documentation
- Quantities, scope of works and contractual requirements
- Contractual requirements
- Health, safety and welfare requirements

Resources and Environmental Considerations

- Workforce availability and competence
- Tools, plant, equipment and materials
- Access and egress arrangements
- Fire protection, pollution prevention and waste management
- Weather conditions and site constraints
- Consideration of zero and low carbon outcomes and environmentally responsible working practices

Assessment and Use of Information

- Interpreting and summarising project data to determine methods of work
- Assessing the sufficiency and accuracy of available information
- Identifying when additional information is required
- Obtaining further information from alternative sources, including customers, suppliers, manufacturers and regulatory bodies

Methods of Work

- Identifying and evaluating potential methods of work
- Selecting work methods that make best use of available resources
- Sequencing work activities and organising resources
- Ensuring work methods meet:
    - Project requirements
    - Statutory and regulatory requirements

Communication and Equality

- Confirming selected methods of work within agreed levels of responsibility
- Communicating work methods clearly to relevant people, including supervisors, colleagues, other trades and customers
- Applying principles of equality and diversity when working and communicating with others

Workplace Context

- Domestic and commercial construction sites
- Situations where work activities affect other trades, site operations or end users

Unit Name	**Erecting and striking timber and proprietary formwork in the workplace**		
Unit Number	A/652/3470		
GLH	110	TQT	200
Level:	2	Credit	20
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to safely erect, inspect, maintain and strike timber and proprietary formwork systems in the workplace.		

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
1. Interpret the information relating to the work and resources when erecting and striking timber and proprietary formwork	1.1 Interpret and extract relevant information from: • drawings • specifications • method statements • risk assessments • schedules (work programmes) • manufacturers' information • instructions
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe why the organisational procedures have been developed and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings • temporary works requirements • specifications • schedules • method statements • risk assessments • manufacturer's and suppliers information • instructions • current legislation, regulations and official guidance governing the workplace.
	1.5 Describe the range of relevant digital services, tools and systems, and how they are used
	1.6 Explain the importance of reporting and rectifying inappropriate information.
2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when erecting and striking timber and proprietary formwork	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: • below ground level • confined spaces • at height • with tools and equipment • with materials and substances

	• moving and storing materials by manual handling and mechanical lifting. • around vehicle movements • using formwork and falsework systems
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • site personnel • site • restricted work area • vehicles • company • client • site visitor • the general public
	2.3 Explain the incident and accident reporting procedures and who is responsible for making reports.
3. Maintain safe and healthy work practices when erecting and striking timber and proprietary formwork	3.1 Outline information for relevant, current legislation and official guidance and how it is applied
	3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance.
	3.3 Demonstrate compliance with relevant legislation and official guidance relating to the following: • methods of work using the associated skills, knowledge, experience and behaviours • demonstrating the necessary training • safe use of health and safety control equipment • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health • specific risks associated with hazardous substances.
	3.4 Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV).
	3.5 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.

	3.6 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:
	• fires, including use of fire extinguishers:
	  • water
	  • CO2
	  • foam
	  • powder
	• spillages, injuries
	• emergencies relating to occupational activities
	• identification of and reporting of asbestos containing materials
	• identification of and control of hazardous substances including wood dust and silica dust

	3.7 Describe how to report risks and hazards identified by the following: • methods of work • risk assessment • personal assessment • manufacturers' technical information • statutory regulations • official guidance • Control of Substances Hazardous to Health (COSHH)
4. Select the required quantity and quality of resources for the methods of work to erecting and striking timber and proprietary formwork	4.1 Select resources associated with own work in relation to: • materials, components and fixings • tools and equipment
	4.2 Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified
	4.3 Describe how to confirm that the resources and materials conform with the specification.
	4.4 Describe how the resources should be used, stored and how any problems associated with the resources are reported in relation to: • timber, timber sheets and non-timber-based sheet material • proprietary formwork systems and associated components • tie systems, soldiers and walings • securing systems • protective coatings including release agents • fittings and fixings • access equipment • hand tools, power tools, and ancillary equipment • digital equipment
	4.5 Explain the organisational procedures and approval process to select the correct resources, why they have been developed and how they are used, and the limitations of your role 4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome. 4.7 Describe methods of calculating the quantity, length, area and wastage associated with the method and procedure to erect and strike timber and proprietary formwork
5. Minimise the risk of damage to the work and surrounding area when erecting and striking timber and proprietary formwork	5.1 Comply with organisational procedures to minimise the risk of damage to the work and the surrounding area by: • maintaining a safe, clear and tidy work area • disposing of waste in accordance with current legislation
	5.2 Explain why it is important to maintain a safe, clear and tidy work area.
	5.3 Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions
	5.4 How to minimise the damage to existing building fabric.
	5.5 Explain why and how the disposal of waste must be carried out safely in accordance with the following: • environmental responsibilities • organisational procedures • manufacturers' information • statutory regulations • official guidance.

6. Complete the work within the allocated time when erecting and striking timber and proprietary formwork	6.1 Demonstrate completion of the work within the estimated, allocated time in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client
	6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to: • the types of progress charts, timetables and estimated times • the organisational procedures for reporting circumstances which will affect the work programme.
7. Comply with the contract information to carry out the work efficiently to the required specification.	7.1 Demonstrate the following work skills: when erecting and striking timber and proprietary formwork by the following • plan • measure • mark out • cut • position • secure • apply finishes • remove • protect and store
	7.2 Use and maintain: • hand tools • power tools • ancillary equipment
	7.3 Erect and strike timber formwork to working instructions for at least two of the following: • walls • columns • beams • soffits • bases • box-outs • kickers
	7.4 Erect and strike proprietary formwork to working instructions for at least two of the following: • climbing • jumping • slip form • panel systems • panels • soldiers • walings • falsework • securing and fixing
	7.5 Describe how to meet the contract specification in relation to the following: how to erect and strike the following timber formwork: • walls • columns • beams • soffits • bases • kickers • climbing systems

	how to erect and strike the following proprietary systems: • climbing • jumping • slip form • panel • falsework • securing and fixing • how to attach and remove soldiers and walings • how to install and remove safe lifting devices • how to position and strike the following: • box-outs • bolt boxes • grout checks • level controls • angle fillets and features • stop ends • make ups • how to position, secure, remove and store tie systems • how to apply and store release agents • why it is important to recognise and determine when specialist skills and knowledge are required and how to report accordingly • how to work with, around and in close proximity to plant and machinery • how to use hand tools, power tools, and ancillary equipment • how to work at height using access equipment • how to recognise specific requirements for structures of special interest, traditional construction, hard-to-treat buildings, and historical significance • the organisational procedures for care and maintenance of all hand tools, power tools and ancillary equipment
	7.6 Describe the needs of other occupations associated with erecting and striking timber and striking timber and proprietary formwork
	7.7 Explain the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others
	7.8 Describe the importance of mental health awareness and wellbeing

Unit scope

This unit covers the skills, knowledge and behaviours required to safely erect, inspect, maintain and strike timber and proprietary formwork systems in construction environments. Learners must interpret technical information, select suitable resources, apply safe working practices and carry out formwork operations in accordance with specifications, temporary works requirements and organisational procedures. Evidence must be generated from real workplace activities.

Unit Range

Work Information and Documentation

- Construction drawings and setting-out information
- Specifications and contract requirements
- Temporary works drawings and designs
- Risk assessments and method statements
- Manufacturers' instructions and technical information
- Work schedules and programmes
- Digital documents, applications and communication systems
- Site procedures and organisational policies

Legislative and Regulatory Requirements

- Health and Safety at Work legislation
- Construction (Design and Management) Regulations (CDM)
- Work at Height Regulations
- Manual Handling Operations Regulations
- Provision and Use of Work Equipment Regulations (PUWER)
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Control of Substances Hazardous to Health (COSHH)
- Environmental protection and waste management requirements
- Industry guidance relating to temporary works, formwork and falsework

Resources

Materials and Components

- Structural timber
- Timber sheet materials and plywood
- Non-timber-based sheeting materials
- Proprietary formwork systems
- Proprietary falsework systems
- Soldiers and walings
- Tie systems and accessories
- Securing and fixing systems
- Box-outs and stop ends
- Grout checks and level controls
- Angle fillets and feature formers
- Release agents and protective coatings

Proprietary Formwork Operations

- Erection, inspection, maintenance and striking of:
  - Panel systems
  - Climbing systems
  - Jumping systems
  - Slip-form systems
  - Falsework systems
  - Soldiers and walings
  - Securing and fixing systems
  - Proprietary panels and associated components

Work Activities

- Planning work activities
- Measuring and setting out
- Marking out
- Positioning formwork components
- Securing and bracing systems
- Installing ties, walings and soldiers
- Applying release agents
- Installing lifting devices
- Inspecting completed formwork
- Monitoring stability and alignment
- Striking and dismantling formwork
- Cleaning, protecting and storing materials
- Maintaining tools and equipment

Health, Safety and Environmental Considerations

- Working at height
- Working below ground level
- Working in confined spaces
- Manual and mechanical handling operations
- Use of lifting equipment
- Working near plant and vehicle movements
- Exposure to wood dust, silica dust and hazardous substances
- Fire prevention and emergency procedures
- Waste minimisation and recycling
- Environmental protection measures
- Safe erection and striking of formwork and falsework systems

Tools and Equipment

- Hand tools
- Power tools
- Measuring and setting-out equipment
- Access equipment
- Ancillary equipment
- Lifting and handling accessories
- Inspection equipment
- Digital devices and technology

Timber Formwork Operations

Erection, inspection, maintenance and striking of:

- Walls
- Columns
- Beams
- Soffits
- Bases
- Kickers
- Box-outs
- Associated timber formwork components

Quality Requirements

- Compliance with temporary works designs
- Compliance with contract specifications
- Line, level, plumb and dimensional accuracy
- Structural stability during erection and striking
- Inspection and maintenance requirements
- Correct installation of ties, walings and bracing
- Effective protection and storage of components
- Adherence to manufacturers' guidance

Working Relationships

The learner will work and communicate effectively with:

- Site managers and supervisors
- Temporary works coordinators and supervisors
- Crane operators and lifting teams
- Concrete placement operatives
- Plant operators
- Groundworkers
- Steel fixers
- Other construction trades
- Suppliers and manufacturers
- Clients and site visitors

Unit Name	**Constructing, maintaining and repairing complex timber and proprietary formwork in the workplace**		
Unit Number	K/652/3628		
GLH	100	TQT	200
Level	3	Credit value	20
Unit Aim	This unit aims to provide learners with the skills, knowledge and understanding required to construct, maintain and repair complex timber and proprietary formwork systems in the workplace. Learners will develop the ability to interpret technical information, select and use appropriate resources, apply safe and environmentally responsible working practices, and construct, maintain and repair complex formwork components and structures to specification.		
Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*		
1. Interpret the information relating to the work and resources when constructing, maintaining, and repairing complex timber and proprietary formwork	1.1 Interpret and extract relevant information from: • Drawings • Specifications • schedules (work programmes) • risk assessments • method statements • manufacturers' information • instructions		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe why the organisational procedures have been developed and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings • temporary works requirements • specifications • schedules • method statements • risk assessments • manufacturers' and suppliers' information • instructions • current legislation, regulations and official guidance governing the workplace.		
	1.5 Describe the range of relevant digital services, tools and systems, and how they are used.		
	1.6 Explain the importance of reporting and rectifying incorrect information.		

2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance when constructing, maintaining, and repairing complex timber and proprietary formwork	2.1 Describe their responsibilities regarding potential, incidents, accidents, health hazards and the environmental impact, whilst working in the workplace in relation to: • below ground level • confined spaces • at height • with tools and equipment • with materials and substances • moving and storing materials by manual handling and mechanical lifting • around vehicle movements • using formwork and falsework systems
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • site personnel • site • restricted work areas • vehicles • company • client • site visitor • the general public
	2.3 Explain the incident and accident reporting procedures and who is responsible for making report.
3. Maintain safe and healthy work practices when constructing, maintaining, and repairing complex timber and proprietary formwork	3.1 Outline information for relevant, current legislation and official guidance and how it is applied
	3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance
	3.3 Demonstrate compliance with relevant legislation when constructing, maintaining, and repairing complex timber and proprietary formwork in relation to the following: • methods of work using the associated skills, knowledge, experience and behaviours • demonstrating the necessary training • safe use of health and safety control equipment • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health • specific risks associated with hazardous substances
	3.4 Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)
	3.5 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.
	3.6 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to: • fires, including use of fire extinguishers: • water • CO2,

	• foam • powder • spillages, injuries • emergencies relating to occupational activities • identification of and reporting of asbestos containing materials • identification of and control of hazardous substances including wood dust and silica dust
	3.7 Describe how to report risks and hazards identified by the following: • methods of work • risk assessment • personal assessment • manufacturers' technical information • statutory regulations • official guidance • Control of Substances Hazardous to Health (COSHH)
4. Select the required quantity and quality of resources for the methods of work to constructing, maintaining, and repairing complex timber and proprietary formwork	4.1 Select resources associated with own work in relation to: • materials, components and fixings • tools and equipment.
	4.2 Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.
	4.3 Describe how to confirm that the resources and materials conform with the specification.
	4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • timber, timber sheets and non-timber-based sheet material • proprietary formwork systems and associated components • tie systems, soldiers and walings • protective coatings including release agents • fixtures and fittings • access equipment • hand tools, power tools, and ancillary equipment • digital equipment
	4.5 Explain the organisational procedures and approval to select the correct resources, why they have been developed and how they are used, and the limitations of the role
	4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
	4.7 Describe methods of calculating the quantity, length, area and wastage associated with the method and procedure to construct, maintain and repair complex timber and proprietary formwork
5. Minimise the risk of damage to the work and surrounding area when constructing, maintaining, and repairing complex timber and proprietary formwork	5.1 Comply with organisational procedures to protect the work and its surrounding area from damage by : • maintaining a safe, clear and tidy work area • disposing of waste in accordance with current legislation
	5.2 Explain why it is important to maintain a safe, clear and tidy work area.
	5.3 Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions
	5.4 Explain how to minimise the damage to existing building fabric
	5.5 Explain why and how the disposal of waste must be carried out safely in accordance with the following:

	• environmental responsibilities • organisational procedures • manufacturers' information • statutory regulations • official guidance.
6. Complete the work within the allocated time when constructing, maintaining, and repairing complex timber and proprietary formwork	6.1 Demonstrate completion of the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client
	6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to: • the types of progress charts, timetables and estimated times • the organisational procedures for reporting circumstances which will affect the work programme.
7. Comply with the contract information to carry out the work efficiently to the required specification.	7.1 Demonstrate the following work skills: • when constructing, maintaining and repairing complex timber and proprietary formwork • plan • measure • mark out • cut • position • secure • apply finishes • remove • protect and secure
	7.2 Use and maintain: • hand tools • power tools • ancillary equipment.
	7.3 Constructing, fabricating, maintaining, and repairing formwork components to working instructions in both timber and proprietary systems for at least two of the following: • stairs • landings • ramps • inclined structures • curved or circular structures • pre-cast forms • panels • kickers

	7.4 Describe how the methods of work to meet the specification, in relation to the following:
	• how to construct and maintain timber and proprietary formwork
	• how to fabricate timber formwork for the following components:
	  • stairs
	  • landings
	  • ramps
	  • inclined structures
	  • curved or circular structures
	  • pre-cast forms
	• how to identify when proprietary formwork requires repair
	• how to maintain and carry out repairs to timber formwork

	• how to construct the following:
	  • box-outs
	  • bolt boxes
	  • stop ends
	  • kickers
	  • angle fillets and features
	• how to install and remove safe lifting devices
	• how to position and fix tie systems
	• how to position water bars
	• how to apply protective coatings including release agents
	• why it is important to recognise and determine when specialist skills and knowledge are required and how to report accordingly
	• how to work with, around and in close proximity to plant and machinery
	• how to use hand tools, power tools, and ancillary equipment
	• how to work at height using access equipment
	• how to recognise specific requirements for structures of special interest, traditional construction, hard-to-treat buildings, and historical significance
	• the organisational procedures for care and maintenance of all hand tools, power tools and ancillary equipment
	• how and why operative care and maintenance of all work hand and power tools and ancillary (or associated) equipment is carried out

	7.5 Describe the needs of other occupations associated with constructing, maintaining and repairing complex timber and proprietary formwork.
	7.6 Explain the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others
	7.7 Describe the importance of mental health awareness and wellbeing

Unit Scope

This unit covers the skills, knowledge and behaviours required to construct, maintain and repair complex timber and proprietary formwork systems within the construction workplace. It includes interpreting technical information, selecting and using appropriate resources, maintaining safe working practices, constructing and repairing complex formwork structures, protecting the work area, working efficiently to programme requirements and complying with contractual specifications.

Unit Range **Information Sources** The learner should be able to interpret and use: • Working drawings. • Structural drawings. • Temporary works drawings. • Specifications. • Programmes of work. • Method statements. • Risk assessments. • Manufacturers' instructions. • Site instructions. • Digital information systems. • Relevant legislation and industry guidance.	**Timber Formwork Construction** May include: • Stair formwork. • Ramp formwork. • Curved formwork. • Pre-cast moulds. • Box-outs. **Proprietary Formwork Systems** May include: • Modular panel systems. • Steel-framed systems. • Aluminium systems. • Circular formwork systems. • Climbing formwork systems. • Temporary works support systems.

Work activities

Work activities may involve:

- Working below ground level.
- Working in confined spaces.
- Working at height.
- Manual handling operations.
- Mechanical lifting operations.
- Vehicle and plant movements.
- Hazardous substances.
- Formwork and falsework systems.
- Wood dust and silica dust exposure.
- Emergency procedures.
- Waste management and recycling.

Materials and Components

- Structural timber.
- Timber sheet materials.
- Plywood.
- Non-timber sheet materials.
- Proprietary formwork panels.
- Proprietary formwork systems.
- Soldiers and walings.
- Tie systems.
- Water bars.
- Fixings and fasteners.
- Release agents.
- Protective coatings.
- Box-outs.
- Bolt boxes.
- Angle fillets.
- Stop ends.
- Kicker formwork.

Tools and Equipment

- Hand saws.
- Hammers.
- Levels.
- Squares.
- Tape measures.
- Marking equipment.
- Drills.
- Circular saws.
- Nail guns.
- Power tools.
- Lifting accessories.
- Access equipment.
- Digital measuring equipment.

Maintenance and Repair Activities

May include:

- Replacing damaged timber.
- Repairing joints and connections.
- Replacing ties and fixings.
- Cleaning and preparing formwork.
- Maintaining proprietary components.
- Applying protective coatings.
- Inspecting for damage and wear.
- Replacing defective components.

Protection measures may include:

- Segregation barriers.
- Protective coverings.
- Secure storage.
- Weather protection.
- Traffic management controls.
- Protection from other trades.
- Maintenance of safe access routes.
- Good housekeeping practices.

Waste Management

Waste may include:

- Timber offcuts.
- Packaging.
- Damaged formwork components.
- Plastic materials.
- Metal fixings.
- Hazardous waste.
- Contaminated materials.

Sustainability and Environmental Considerations

May include:

- Re-use of formwork materials.
- Reduction of material waste.
- Sustainable timber sourcing.
- Recycling of materials.
- Efficient use of resources.
- Reduction of environmental impact.
- Compliance with environmental legislation.

Work Activities

The learner must be able to:

- Plan work activities.
- Measure and set out.
- Mark out materials.
- Cut materials.
- Assemble formwork.
- Position formwork.
- Secure formwork.
- Apply finishes and coatings.
- Carry out maintenance.
- Undertake repairs.
- Remove formwork.
- Protect completed work.
- Store and secure materials and equipment

Complex Formwork Structures

Evidence must include work on at least two of the following:

- Stairs.
- Landings
- Bolt recesses.
- Angle fillets.
- Kicker construction.
- Stop ends.
- Ramps.
- Inclined structures.
- Curved structures.
- Circular structures.
- Pre-cast forms.
- Panels.
- Kickers.

Working Relationships

The learner should work effectively with:

- Site managers.
- Supervisors.
- Temporary works coordinators.
- Engineers.
- Crane operators.
- Bankspersons/signallers.
- Groundworkers.
- Steel fixers.
- Concrete operatives.
- Other construction trades.
- Clients and inspectors.

Unit Name	**Erecting and striking complex timber and proprietary formwork in the workplace**		
Unit Number	L/652/3629		
GLH	100	TQT	230
Level	3	Credit value	23
Unit Aim	This unit aims to provide learners with the skills, knowledge and understanding required to safely erect, support, monitor and strike complex timber and proprietary formwork systems in the workplace. Learners will develop the ability to interpret technical and temporary works information, select and use appropriate materials, components, tools and equipment, and carry out formwork operations in accordance with specifications, organisational procedures and current legislation.		
Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*		
1. Interpret the information relating to the work and resources when erecting and striking complex timber and proprietary formwork	1.1 Interpret and extract relevant information from: • drawings • specifications • schedules (work programmes) • risk assessments • method statements • manufacturers' information • instructions		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe why the organisational procedures have been developed and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings • temporary works requirements • specifications • schedules • method statements • risk assessments • manufacturers' and suppliers' information instructions • current legislation, regulations and official guidance governing the workplace		
	1.5 Describe the range of relevant digital services, tools and systems, and how they are used.		
	1.6 Explain the importance of reporting and rectifying incorrect information.		
2. Know how to comply with environmentally responsible work practices to meet current legislation and official guidance erecting and striking complex timber and proprietary formwork	2.1 Describe the organisational procedure when dealing with potential, incidents, accidents, health hazards and the environmental impact, whilst working: • below ground level • confined spaces • at height • with tools and equipment • with materials and substances • moving and storing materials by manual handling and mechanical lifting • moving and storing materials by manual handling and mechanical lifting.		

	• around vehicle movements • using formwork and falsework systems
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to: • site personnel • site • restricted work areas • vehicles • company • clients • site visitors • the general public
	2.3 Explain the incident and accident reporting procedures are and who is responsible for making reports.
3. Maintain safe and healthy work practices erecting and striking complex timber and proprietary formwork	3.1 Outline information for relevant, current legislation and official guidance and how it is applied.
	3.2 Use health and safety control equipment safely and comply with the methods of work to carry out the work in accordance with relevant legislation and official guidance
	3.3 Demonstrate compliance with relevant legislation and official guidance relating to the following: • methods of work using the associated skills, knowledge, experience and behaviours • demonstrating the necessary training • safe use of health and safety control equipment • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health • specific risks associated with hazardous substances
	3.4 Explain why, when and how health and safety control equipment, identified by the principles of prevention should be used, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)
	3.5 Describe how the relevant health and safety control equipment should be used in accordance with the work instructions.

	3.6 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:
	• fires, including use of fire extinguishers:
	  • water
	  • CO2,
	  • foam
	  • powder
	• spillages, injuries
	• emergencies relating to occupational activities
	• identification of and reporting of asbestos containing materials
	• identification of and control of hazardous substances including wood dust and silica dust

	3.7 Describe how to report risks and hazards identified by the following: • methods of work • risk assessment • personal assessment • manufacturers' technical information • statutory regulations • official guidance • Control of Substances Hazardous to Health (COSHH)
4. Select the required quantity and quality of resources for the methods of work to erecting and striking complex timber and proprietary formwork	4.1 Select resources associated with own work in relation to: • materials, components and fixings • tools and equipment
	4.2 Describe why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified.
	4.3 Describe how to confirm that the resources and materials conform with the specification.
	4.4 Describe how the resources should be used and how any problems associated with the resources are reported in relation to: • timber, timber sheets and non-timber-based sheet material • proprietary formwork and associated items • tie systems, soldiers and walings • securing systems • protective coatings including release agents • fixtures and fittings • access equipment • hand tools, power tools and ancillary equipment • digital equipment
	4.5 Explain the organisational procedures and approval process to select the correct resources, why they have been developed and how they are used, and the limitations of your role
	4.6 Describe how to identify any potential hazards associated with the resources and methods of work and how they are overcome.
	4.7 Describe methods of calculating the quantity, length, area and wastage associated with the method and procedure to erecting and striking complex timber and proprietary formwork
5. Minimise the risk of damage to the work and surrounding area erecting and striking complex timber and proprietary formwork	5.1 Comply with organisational procedures to protect the work and its surrounding area from damage to the work and the surrounding area by: • maintaining a safe, clear and tidy work area • disposing of waste in accordance with current legislation
	5.2 Explain why it is important to maintain a safe, clear and tidy work area.
	5.3 Describe how to protect work and its surrounding area from damage and the purpose of protection from general workplace activities, other occupations and adverse weather conditions
	5.4 Explain how to minimise the damage to existing building fabric
	5.5 Explain why and how the disposal of waste must be carried out safely in accordance with the following: • environmental responsibilities • organisational procedures • manufacturers' information • statutory regulations • official guidance

6. Complete the work within the allocated time when erecting and striking complex timber and proprietary formwork	6.1 Demonstrate completion of the work within the estimated, allocated time in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client
	6.2 Describe the programme of work to be carried out including the estimated and allocated time and explain why deadlines should be kept in relation to: • the types of progress charts, timetables and estimated times the organisational procedures for reporting circumstances which will affect the work programme
7. Comply with the contract information to carry out the work efficiently to the required specification.	7.1 Demonstrate the following work skills: • when erecting and striking timber and proprietary formwork for complex structures • plan • measure • mark out • cut • position • secure • apply finishes • protect and store
	7.2 Use and maintain: • hand tools • power tools • ancillary equipment
	7.3 Erect and strike complex formwork to given work instructions in both timber and proprietary systems for at least two of the following: • stairs • landings • ramps • panels • kickers • inclined structures • curved or circular structures • pre-cast forms
	7.4 Describe how the methods of work to meet the specification, in relation to the following: • how to erect and strike complex timber and proprietary formwork for the following: o stairs o landings o ramps o inclined structures o curved or circular structures o pre-cast forms • how to fabricate, position, erect, and strike the following: o panels o box-outs o bolt boxes o stop ends o kickers o angle fillets and features • how to attach and remove soldiers and walings

	• how to install and remove safe lifting devices • how to position, secure and remove tie systems • how to apply protective coatings including release agents • why it is important to recognise and determine when specialist skills and knowledge are required and how to report accordingly • how to work with, around and in close proximity to plant and machinery • how to use hand tools, power tools, and ancillary equipment • how to work at height using access equipment • how to recognise specific requirements for structures of special interest, traditional construction, hard-to-treat buildings, and historical significance • the organisational procedures for care and maintenance of all hand tools, power tools and ancillary equipment
	7.5 Describe the needs of other occupations associated with erecting and striking complex timber and proprietary formwork
	7.6 Describe the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others
	7.7 Describe the importance of mental health awareness and wellbeing

Unit Scope

This unit covers the skills, knowledge and behaviours required to erect, support, monitor and strike complex timber and proprietary formwork systems within the construction workplace. Learners must be able to interpret technical and temporary works information, select and use appropriate resources, establish safe working practices, erect and dismantle formwork systems safely, and complete work in accordance with specifications, temporary works requirements and organisational procedures.

Unit Range

Information Sources

The learner must be able to interpret:

- Working drawings.
- Structural drawings.
- Temporary works drawings.
- Specifications.
- Work programmes and schedules.
- Method statements.
- Risk assessments.
- Manufacturers' instructions.
- Suppliers' information.
- Site instructions.
- Digital information systems.
- Current legislation and industry guidance.

Work activities may involve:

- Working below ground level.
- Working in confined spaces.
- Working at height.
- Manual handling operations.
- Mechanical lifting operations.
- Vehicle and plant movements.
- Hazardous substances.

Work Activities

The learner must be able to:

- Plan work activities.
- Measure and set out.
- Mark out materials.
- Cut materials.
- Assemble formwork components.
- Position and align formwork.
- Install support systems.
- Secure formwork.
- Apply finishes and release agents.
- Strike formwork safely.
- Protect and store components.
- Inspect completed work.

Ancillary Equipment

- Access towers.
- Mobile platforms.
- Ladders.
- Lifting accessories.
- Temporary supports.
- Digital measuring equipment.
- Survey equipment.

Timber Materials

- Structural timber.
- Softwood sections.
- Hardwood sections.
- Plywood.
- Timber sheet materials.
- Forming boards.

Proprietary Systems

- Modular panel systems.
- Steel formwork systems.
- Aluminium formwork systems.
- Proprietary shuttering systems.
- Climbing formwork systems.

Associated Components

- Tie systems.
- Soldiers.
- Walings.
- Bracing systems.
- Anchors.
- Securing systems.
- Release agents.
- Protective coatings.
- Fixtures and fittings.
- Fasteners and fixings.

Hand Tools

- Hammers.
- Handsaws.
- Spirit levels.
- Squares.
- Chalk lines.
- Tape measures.
- Spanners.
- Pry bars.

Power Tools

- Circular saws.
- Drills.
- Impact drivers.
- Nail guns.
- Cutting equipment.

Complex Formwork Structures

Evidence must include erecting and striking formwork for at least two of the following:

- Stairs.
- Landings.
- Ramps.
- Panels.
- Kickers.
- Inclined structures.
- Curved structures.
- Circular structures.
- Pre-cast forms.

Erection Activities

May include:

- Positioning formwork panels.
- Installing walings and soldiers.
- Installing tie systems.
- Installing bracing and supports.
- Aligning and plumbing formwork.
- Securing formwork structures.
- Applying release agents.
- Preparing formwork for concrete placement.

Striking Activities

May include:

- Releasing ties and fixings.
- Removing support systems.
- Dismantling proprietary systems.
- Removing timber formwork.
- Cleaning components.
- Inspecting for damage.
- Storing reusable components.
- Segregating damaged materials.

Protection measures may include:

- Barrier systems.
- Edge protection.
- Protective coverings.
- Segregation from other trades.
- Weather protection.
- Secure storage of materials.
- Traffic management controls.
- Good housekeeping procedures.

Working Relationships

The learner should coordinate with:

- Site managers.
- Supervisors.
- Temporary Works Coordinators.
- Temporary Works Supervisors.
- Engineers.
- Crane operators.
- Slinger/signallers.
- Steel fixers.
- Concrete operatives.
- Groundworkers.
- Other construction trades.
- Clients and inspectors.

Waste Management

Waste may include:

- Timber offcuts.
- Plywood waste.
- Damaged formwork materials.
- Packaging materials.
- Metal fixings.
- Hazardous waste where applicable.
- General construction waste.

Sustainability Considerations

Activities may include:

- Re-use of formwork materials and components.
- Reduction of material waste.
- Recycling of timber, metal and packaging.
- Efficient use of plant and equipment.
- Sustainable sourcing of materials.
- Minimising environmental impact.
- Compliance with environmental legislation and site sustainability requirements

Unit Name	**Conforming to general health, safety and welfare in the workplace.**	
Unit Number	L/652/1503	
GLH	17	TQT 20
Level:	1	Credit 2
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to work safely and responsibly in the workplace. Learners will develop an awareness of health, safety and welfare legislation, recognise and report workplace hazards, follow organisational procedures, contribute to maintaining a safe working environment, and support workplace security arrangements. The unit promotes safe working practices and encourages personal responsibility for protecting themselves, others and the working environment within their occupational area.	

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
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.

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.

Unit Scope

The scope includes the identification and reporting of hazards, use of health and safety control measures, participation in workplace health and safety activities, maintenance of welfare facilities, environmental responsibilities and compliance with organisational security arrangements.

Unit Range

Health, Safety and Welfare Legislation and Guidance

- Health and Safety at Work etc. Act
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment at Work Regulations
- Control of Substances Hazardous to Health
- Manual Handling Operations Regulations
- Working at Height Regulations
- Environmental and waste management requirements

Health and Safety Control Equipment

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)
- Safety barriers, guards and warning systems

Workplace Hazards

- Slips, trips and falls
- Falling objects
- Manual handling activities
- Hazardous substances
- Asbestos-containing materials
- Electrical hazards
- Moving plant and vehicles
- Poor storage arrangements
- Obstructions and access issues
- Environmental hazards

Risk Control Measures

- Risk assessments
- Safe systems of work
- Method statements
- Emergency procedures
- Permit-to-work systems
- Site rules and instructions

Communication and Reporting

- Toolbox talks
- Site inductions and safety briefings
- Verbal reporting and written reports
- Accident and near-miss reporting procedures
- Hazard reporting systems

Workplace Welfare

- Welfare facilities
- Drinking water
- Washing facilities
- Toilets
- Rest areas
- Site housekeeping arrangements

Fire Safety

- Fire prevention measures
- Fire alarms and evacuation procedures
- Emergency routes and assembly points
- Fire extinguishers:
  - Water
  - Foam
  - CO_2
  - Dry powder

Personal Responsibility

- Following instructions
- Safe behaviour
- Reporting hazards and incidents
- Protecting self and others
- Environmental awareness
- Contributing to health and safety discussions
- Stopping work in cases of serious and imminent danger

Security Arrangements

- Site access and egress procedures
- Visitor control
- Protection of tools, equipment and materials
- Prevention of theft
- Security of work areas
- End-of-shift security checks
- Procedures for unauthorised personnel

Environmental Responsibilities

- Waste segregation and disposal
- Recycling procedures
- Pollution prevention
- Efficient use of materials and resources
- Maintaining a clean and tidy workplace

Unit Name	**Moving, handling and storing resources in the workplace**		
Unit Number	J/652/1501		
GLH	27	TQT	50
Level:	2	Credit	5
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to safely move, handle and store workplace resources in accordance with legislation, organisational procedures and industry good practice.		

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
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 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	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. Maintain safe working practices when moving, handling and/or storing resources.	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.
	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 safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
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.

Unit Scope

This unit covers the knowledge, understanding and practical skills required to safely move, handle, position, secure and store resources within the workplace. Learners will be required to interpret work-related information, select appropriate handling methods and equipment, comply with health and safety legislation, and use manual handling techniques and lifting aids safely.

Unit Range

Sources of Information

- Drawings and plans
- Work instructions
- Specifications
- Method statements
- Risk assessments
- Manufacturer's information
- Product information sheets
- Safety data sheets
- Organisational procedures

Legislation and Guidance

- Health and Safety at Work etc. Act
- Manual Handling Operations Regulations
- Provision and Use of Work Equipment Regulations
- Control of Substances Hazardous to Health (COSHH)
- Working at Height Regulations
- Environmental Protection requirements
- Current industry guidance and codes of practice

Health and Safety Controls

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)
- Safety signage and warning systems
- Manual handling controls

Lifting and Handling Equipment

- Trolleys
- Sack trucks
- Pallet trucks
- Mechanical lifting devices
- Hoists
- Slings and lifting accessories
- Containers and storage units

Hazards

- Manual handling injuries
- Slips, trips and falls
- Falling materials
- Hazardous substances
- Mechanical lifting operations
- Poor storage arrangements
- Obstructions
- Vehicle and plant movements
- Environmental risks

Environmental Responsibilities

- Waste minimisation
- Re-use of materials
- Recycling procedures
- Segregation of waste
- Pollution prevention
- Responsible disposal of packaging and consumables

Protection of Resources

- Prevention of damage
- Safe positioning and securing
- Correct stacking methods
- Protection from weather
- Protection from contamination
- Protection from other workplace activities

Workplace Documentation and Communication

- Resource schedules
- Delivery documentation
- Storage records
- Verbal instructions
- Team briefings
- Hazard reporting procedures
- Defect and damage reporting

Occupational Resources

- Sheet materials
- Loose materials
- Bagged and wrapped materials
- Fragile materials
- Components
- Tools and equipment
- Liquids and hazardous substance

Storage Methods

- Segregated storage
- Secure storage
- Stacked storage
- Bundled materials
- Racked storage systems
- Protected storage areas
- Weather-protected storage

Work Skills

- Moving
- Lifting
- Carrying
- Positioning
- Securing
- Storing
- Using lifting aids
- Applying kinetic lifting techniques

Time and Work Management

- Work programmes
- Progress schedules
- Allocated timescales
- Productivity requirements
- Reporting delays and issues

Working with Others

- Communication with supervisors
- Communication with colleagues
- Coordination with other trades
- Maintaining access routes
- Minimising disruption to other occupations

Unit Name	**Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace**		
Unit Number	T/651/7908		
GLH	50	TQT	120
Level:	2	Credit	12
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to safely prepare, position, operate and secure scissor-type Mobile Elevating Work Platforms (MEWPs) used to access work areas within the construction and built environment sectors.		

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
1. Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2. Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3. Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.
4. Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs in relation to two or more of the following: • safe use and storage of plant or machinery • safe use and storage of tools and equipment • specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the

	types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor- type MEWPs.	5.1 Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • consumables, lubricants and fuels • attachments and accessing aids • hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.
6. Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
7. Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme.
8 Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: – checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure scissor-type MEWPs
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:

	• identify the characteristics of the scissor-type MEWP used for accessing work • identify valid certification for maintenance, inspection and thorough examination • carry out function checks for accessing operation prepare, set up and adjust for operational requirements • carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area • identify and remain aware of the area of operation to include potential entrapment situations • use fall prevention equipment • check to avoid damage to structures and utilities service apparatus
	8.6 Position and secure MEWP for accessing operations • recognise and determine when specific skills and knowledge are required and report accordingly • operate, manoeuvre, position, set down and secure • operate and travel on the public highway • shut down and secure the MEWP • use hand tools, ancillary equipment and accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Unit Scope

This unit covers the interpretation of work information and the safe preparation, inspection, positioning, operation, manoeuvring, shutdown and securing of scissor-type Mobile Elevating Work Platforms (MEWPs) used to gain access to work areas within construction and the built environment. Learners are required to operate MEWPs in accordance with current legislation, manufacturers' instructions, organisational procedures and safe systems of work

Unit Range

Work Information and Documentation

- Drawings and site layout information
- Specifications and contract requirements
- Method statements
- Risk assessments
- Work programmes and schedules
- Manufacturers' operating manuals
- Maintenance and inspection records
- Rescue plans and emergency procedures
- Digital communication and reporting systems

Scissor-Type MEWPs

- Electric scissor lifts
- Diesel-powered scissor lifts
- Indoor-use platforms
- Rough terrain scissor lifts
- Self-propelled MEWPs
- Battery-powered access platforms

Legislative and Regulatory Requirements

- Health and Safety at Work legislation

Operational Activities

- Setting up the MEWP
- Manoeuvring and positioning equipment
- Raising and lowering the platform
- Accessing work locations
- Operating controls safely
- Communicating with banksmen and team members
- Monitoring stability throughout operations
- Repositioning equipment as required
- Shutting down and securing equipment

Workplace Hazards and Risks

- Working at height
- Uneven or unstable ground conditions
- Overhead obstructions
- Entrapment and crushing hazards
- Overloading of platforms
- Weather conditions
- Underground and overhead services

Health, Safety and Environmental Considerations

- Construction (Design and Management) Regulations
- Work at Height Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Personal Protective Equipment (PPE) Regulations
- Control of Substances Hazardous to Health
- Road traffic requirements where applicable
- Environmental protection and waste management requirements
- Industry guidance relating to MEWP operations

Associated Equipment

- Fall prevention equipment
- Harnesses and lanyards where specified
- Ancillary access equipment
- Safety barriers and exclusion zones
- Communication equipment
- Emergency lowering systems
- Warning signs and safety devices

Tools and Accessories

- Hand tools
- Ancillary equipment
- Attachments approved by manufacturers
- Inspection equipment
- Cleaning and maintenance equipment

Resource Selection

Selection and checking of:

- Fuels, lubricants and batteries
- Consumables
- Attachments and accessories
- Hand tools
- Access aids
- Safety equipment
- Maintenance resources

Preparation Activities

- Safe access and egress procedures
- Use of PPE and fall prevention equipment
- Emergency and rescue procedures
- Fire prevention and response
- Spillages and environmental incidents
- Safe storage of tools and equipment
- Waste reduction and disposal
- Protection of surrounding work areas
- Compliance with organisational safety procedures

Quality Requirements

- Compliance with working instructions
- Adherence to manufacturers' operating requirements
- Completion of pre-use inspection records
- Verification of certification and examination requirements
- Safe positioning and operation of equipment
- Protection of structures and services
- Efficient completion of work activities
- Accurate reporting of defects and faults

Working Relationships

Learners will work effectively with:

- Site managers and supervisors
- Appointed persons and lift planners
- Banksmen and signallers
- Other MEWP operators
- Construction operatives
- Plant operators
- Maintenance personnel
- Other contractors and trades
- Clients and site visitors

Fairness, Inclusion, Respect and Wellbeing

Learners must demonstrate:

- Effective communication and teamwork
- Professional workplace behaviour
- Fairness, Inclusion and Respect (FIR)
- Awareness of equality and diversity principles
- Consideration for the safety of others
- Mental health awareness and wellbeing
- Recognition of personal limitations and the need to seek assistance, supervision or specialist advice when required.

• Reviewing work instructions • Planning access routes • Assessing ground conditions • Identifying hazards and restrictions • Conducting pre-use inspections • Undertaking function checks • Verifying certification and inspection records • Falling objects • Mechanical and electrical hazards • Hazardous substances and dust exposure • Vehicle and pedestrian movements • Establishing exclusion zones • Confirming operating suitability	

Unit Name	**Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace**		
Unit Number	Y/651/7909		
GLH	57	TQT	140
Level:	2	Credit	14
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to safely prepare, inspect, position, operate and secure boom-type Mobile Elevating Work Platforms (MEWPs) for accessing work areas at height.		

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
1. Interpret the given information relating to the preparation and using boom-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3. Know how to comply with relevant legislation and official guidance when carrying out accessing operations using boom-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.
4. Maintain safe and healthy working practices when preparing for and carrying out accessing operations using boom-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using boom-type MEWPs in relation to two or more of the following: • safe use and storage of plant or machinery • safe use and storage of tools and equipment • specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the

	types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	5.1 Request and select resources associated with boom-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • consumables, lubricants and fuels • attachments and accessing aids • hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate boom-type mobile elevating work platforms used for accessing operations.
6. Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
7. Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme.
8. Comply with the given contract information to access areas to carry out work using boom-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: • checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure boom-type MEWPs.

	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the characteristics of the boom-type MEWP used for accessing work • identify valid certification for maintenance, inspection and thorough examination • carry out function checks for accessing operation • prepare, set up and adjust for operational requirements • carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area • identify and remain aware of the area of operation to include potential entrapment situations • use fall prevention equipment
	8.6 Check to avoid damage to structures and utilities service apparatus • position and secure MEWP for accessing operations • recognise and determine when specific skills and knowledge are required and report accordingly • operate, manoeuvre, position, set down and secure • operate and travel on the public highway • shut down and secure the MEWP • use hand tools, ancillary equipment and accessories.
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Unit Scope

This unit covers the interpretation of work information and the safe preparation, inspection, positioning, operation, manoeuvring, shutdown and securing of boom-type Mobile Elevating Work Platforms (MEWPs) used to access work areas at height within construction and the built environment. Learners are required to operate boom-type MEWPs in accordance with current legislation, manufacturers' instructions, organisational procedures and safe systems of work.

Unit Range

Work Information and Documentation

- Drawings and site layout plans
- Specifications and contract requirements
- Method statements
- Risk assessments
- Work schedules and programmes
- Manufacturers' operating manuals and technical information
- Maintenance, inspection and examination records
- Emergency and rescue procedures
- Digital communication and reporting systems
- Site safety and security requirements

Legislative and Regulatory Requirements

- Health and Safety at Work legislation
- Construction (Design and Management) Regulations (
- Work at Height Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Personal Protective Equipment (PPE) Regulations
- Control of Substances Hazardous to Health
- Road traffic legislation where applicable
- Environmental protection and waste management requirements
- Industry guidance relating to MEWP operations

Boom-Type MEWPs

- Articulating boom lifts
- Telescopic boom lifts
- Self-propelled boom platforms
- Trailer-mounted boom platforms
- Vehicle-mounted boom platforms
- Electric boom lifts
- Diesel-powered boom lifts

Associated Equipment

- Harnesses and lanyards
- Fall restraint and fall prevention equipment
- Emergency lowering systems
- Communication devices
- Safety barriers and exclusion zone equipment
- Warning signage
- Accessory storage systems

Operational Activities

- Setting up and positioning boom-type MEWPs
- Manoeuvring equipment safely
- Raising, extending and articulating booms
- Accessing elevated work areas
- Working within safe working loads
- Monitoring operating conditions
- Avoiding obstacles and overhead hazards
- Maintaining communication with others
- Repositioning equipment safely
- Shutting down and securing equipment

Workplace Hazards and Risks

- Working at height
- Entrapment and crushing hazards
- Contact with overhead services
- Electrical hazards
- Ground instability and overturning risks
- Wind and adverse weather conditions
- Falling objects
- Vehicle and pedestrian movements
- Restricted access locations
- Mechanical failures
- Confined space operations where applicable

Health, Safety and Environmental Considerations

- Safe access and egress procedures
- Use of PPE and fall prevention equipment
- Emergency descent and rescue procedures
- Fire prevention and response
- Spill control and environmental protection
- Safe use and storage of equipment
- Hazard identification and reporting
- Protection of services and structures
- Waste management and disposal

Quality Requirements

- Compliance with work instructions and specifications
- Completion of pre-use inspections and function checks
- Verification of maintenance and thorough examination records
- Correct machine selection for the task
- Safe positioning and operation of the platform
- Prevention of damage to structures and utilities
- Accurate completion of operational activities
- Reporting of faults, defects and hazards
- Safe shutdown and security of equipment

Tools and Accessories

- Hand tools
- Ancillary equipment
- Approved attachments and accessories
- Inspection equipment
- Cleaning and maintenance equipment

Resources

Selection and use of:

- Fuels, lubricants and hydraulic fluids
- Batteries and charging systems
- Consumables
- Approved attachments and accessories
- Hand tools
- Access aids
- Safety equipment
- Maintenance resources

Preparation Activities

- Reviewing work instructions and specifications
- Planning access operations
- Assessing work locations
- Checking access routes
- Assessing ground bearing capacity and stability
- Verifying machine suitability
- Conducting pre-use inspections
- Carrying out function tests
- Confirming maintenance and examination certification
- Establishing exclusion zones and safe working areas
-

Working Relationships

Learners will work effectively with:

- Site managers and supervisors
- MEWP supervisors
- Banksmen and signallers
- Plant operators
- Construction operatives
- Maintenance personnel
- Other trades and contractors
- Utility representatives
- Clients and site visitors

Communication and Teamworking

Learners must demonstrate:

- Effective communication with colleagues and other occupations
- Coordination of access operations
- Use of agreed signalling and communication methods
- Reporting of hazards, defects and incidents
- Cooperation with site personnel to maintain safe work activities

Fairness, Inclusion, Respect and Wellbeing

Learners must demonstrate:

- Professional workplace behaviour
- Fairness, Inclusion and Respect (FIR)
- Equality, diversity and inclusion awareness
- Respect for colleagues, visitors and members of the public
- Mental health awareness and wellbeing support
- Recognition of personal limitations and the need to seek assistance, supervision or specialist advice where required.

Unit Name	**Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace**		
Unit Number	F/651/7910		
GLH	40	TQT	120
Level:	2	Credit	12
Unit Aim	This unit aims to provide learners with the knowledge, understanding and practical skills required to safely prepare, position, operate and secure mast climber-type Mobile Elevating Work Platforms (MEWPs) for accessing work areas at height.		

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
1. Interpret the given information relating to the preparation and using mastclimber-type MEWPs to access areas to carry out he work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms.
2. Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.
	2.2 Describe how to communicate ideas between team members.
	2.3 Organise and communicate with team members and other associated occupations.
	2.4 Describe how to organise resources prior to and during accessing operations.
3. Know how to comply with relevant legislation and official guidance when carrying out accessing operations using mast climber-type MEWPs.	**3.1** Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.
4. Maintain safe and health working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using mast climber-type MEWPs in relation to two or more of the following: • safe use and storage of plant or machinery • safe use and storage of tools and equipment • specific risks to health.
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, and the

	types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV).
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities and rescue plans.
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.	5.1 Request and select resources associated with mast climber-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories.
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • consumables, lubricants and fuels • attachments and accessing aids • hand tools, ancillary equipment and accessories.
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported.
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	5.5 Describe any potential hazards associated with the resources and methods of work.
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate mast climber-type mobile elevating work platforms used for accessing operations.
6. Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	6.2 Prevent damage and maintain a clean work space.
	6.3 Dispose of waste in accordance with current legislation.
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	6.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
7. Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme.
8. Comply with the given contract information to access areas to carry out work using mast climber-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: • checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
	8.3 Prepare for, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions.
	8.4 Shut down and secure mast climber-type MEWPs.

	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • identify the characteristics of the mast climber-type MEWP used for accessing work • identify valid certification for maintenance, inspection and thorough examination • carry out function checks for accessing operation • prepare, set up and adjust for operational requirements • carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area • identify and remain aware of the area of operation to include potential entrapment situations • use fall prevention equipment • check to avoid damage to structures and utilities service apparatus • position and secure MEWP for accessing operations • recognise and determine when specific skills and knowledge are required and report accordingly • operate, manoeuvre, position, set down and secure • operate and travel on the public highway • shut down and secure the MEWP • use hand tools, ancillary equipment and accessories.
	8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.
	8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas.

Unit Scope

This unit covers the interpretation of work information and the safe preparation, inspection, positioning, operation, use, shutdown and securing of mast climber-type Mobile Elevating Work Platforms (MEWPs) used to access work areas at height within construction and the built environment. Learners are required to operate mast climber-type MEWPs in accordance with current legislation, manufacturers' instructions, organisational procedures and safe systems of work.

Unit Range	**Operational Activities**
Work Information and Documentation • Drawings and site layout plans • Specifications and contract requirements • Method statements • Risk assessments • Work schedules and programmes • Manufacturers' operating manuals and technical information • Inspection and maintenance records • Thorough examination certificates • Emergency and rescue procedures • Digital communication and reporting systems	• Setting up mast climber-type platforms • Positioning and securing equipment • Raising and lowering working platforms • Accessing work locations safely • Monitoring platform loads • Communicating with colleagues and other occupations • Inspecting working areas for hazards • Maintaining safe operation throughout work activities • Repositioning equipment where required • Shutting down and securing equipment after use

Legislative and Regulatory Requirements

- Health and Safety at Work legislation
- Construction (Design and Management) Regulations
- Work at Height Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Personal Protective Equipment (PPE) Regulations
- Control of Substances Hazardous to Health
- Environmental protection and waste management requirements
- Industry guidance relating to mast climbers and MEWP operations

Mast Climber-Type MEWPs

- Single mast climbers
- Twin mast climbers
- Electrically powered mast climbers
- Façade access platforms
- Transport platforms used for personnel access where permitted
- Static mast climbing work platforms

Associated Equipment

- Fall prevention and restraint equipment
- Safety harnesses and lanyards where required
- Platform guardrails and edge protection systems
- Tie-in and stabilisation systems
- Emergency lowering systems
- Communication equipment
- Barriers, signage and exclusion zone equipment

Tools and Accessories

- Hand tools
- Ancillary equipment
- Manufacturer-approved accessories
- Inspection equipment
- Cleaning and maintenance equipment

Resources

Selection and use of:

- Consumables
- Lubricants and maintenance materials
- Electrical power supplies and cables
- Attachments and access aids
- Hand tools
- Ancillary equipment
- Safety equipment
- Maintenance resources

Workplace Hazards and Risks

- Working at height
- Falls from platforms
- Entrapment and crushing hazards
- Falling materials and objects
- Overloading of platforms
- Structural instability
- Adverse weather conditions
- Electrical hazards
- Vehicle and pedestrian movements
- Proximity to services and structures
- Manual handling activities

Health, Safety and Environmental Considerations

- Safe access and egress procedures
- Use of PPE and fall prevention equipment
- Platform loading limitations
- Emergency rescue arrangements
- Fire prevention and response
- Spillages and environmental incidents
- Safe storage of tools and materials
- Protection of surrounding structures and services
- Waste minimisation and disposal
- Hazard identification and reporting procedures

Quality Requirements

- Compliance with contract specifications
- Compliance with manufacturers' operating requirements
- Completion of pre-use inspections and function checks
- Verification of maintenance and thorough examination certification
- Correct positioning and securing of mast climber platforms
- Safe and efficient access to work areas
- Protection of structures and utilities
- Accurate reporting of defects and operational issues
- Safe shutdown and security of equipment

Preparation Activities	Working Relationships
• Reviewing work instructions and specifications • Planning access operations • Assessing working locations • Verifying platform suitability • Checking foundations and supporting surfaces • Assessing stability and tie arrangements • Conducting pre-use inspections • Carrying out function tests • Confirming inspection and examination records • Establishing safe working zones and exclusion areas	Learners will work effectively with: • Site managers and supervisors • Mast climber supervisors • Plant and equipment inspectors • Construction operatives • Scaffolders and access specialists • Maintenance personnel • Other construction trades • Suppliers and manufacturers **Communication and Teamworking** Learners must demonstrate: • Effective communication with team members • Coordination of access activities • Reporting of defects, hazards and incidents • Cooperation with other occupations • Understanding of individual roles and responsibilities • Use of agreed communication methods and workplace procedures **Fairness, Inclusion, Respect and Wellbeing** Learners must demonstrate: • Professional workplace behaviour • Effective teamwork and cooperation • Fairness, Inclusion and Respect (FIR) • Equality, diversity and inclusion awareness • Respect for colleagues, visitors and the public • Mental health awareness and wellbeing • Recognition of personal limitations and the need to seek specialist advice, assistance or supervision where required.

4: Support

Support materials

The following support materials are available to assist with the delivery of this qualification and are available in GQAonline:

- learner's portfolio evidence log
- learning resources
- qualification summary sheet
- GQA e-portfolio which is available from GQA for Centres and Learners to use.

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