

Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF)

Specification

First registration June 2013

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Qualification title covered by this specification

This specification provides the information you need to offer the Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF):

Qualification title	Qualification Number (QN)	Accreditation start date
Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF)	600/9086/8	10/05/2013

This qualification has been accredited within the Qualifications and Credit Framework (QCF) and is eligible for public funding as determined by the Department for Education (DfE) under Section 96 of the Learning and Skills Act 2000.

The qualification title listed above features in the funding lists published annually by the DfE and the regularly updated website. The title will also appear on the Learning Aim Reference Application (LARA), where relevant.

You should use the QN when you seek public funding for your learners. Each unit in a qualification will also have a QCF unit reference number, which is stated in each unit.

The QCF qualification title and unit reference numbers will appear on learners' final certification document. Learners need to be made aware of this when they are recruited by the centre and registered with Edexcel.

This title replaces the following qualifications from 1 June 2013:

Qualification title	Qualification Accreditation Number (QAN)	Accreditation start date
Edexcel Level 2 NVQ in Cladding Occupations (Construction) (QCF)	600/4028/2	17/11/2011

Key features of the Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF)

This qualification is:

- nationally recognised
- based on the ConstructionSkills National Occupational Standards (NOS). The NOS, assessment requirements/strategy and qualification structure(s) are owned by ConstructionSkills.

The Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF) has been approved as a component for the Intermediate Apprenticeship in Construction Specialist.

What is the purpose of this qualification?

This qualification is appropriate for employees in the construction and the built environment sector working across a broad range of areas. It is designed to assess occupational competence in the workplace where learners are required to demonstrate skills and knowledge to a level required in the construction industry.

Who is this qualification for?

This qualification is for learners aged 16 and above who are capable of reaching the required standards.

Edexcel's policy is that the qualification should:

- be free from any barriers that restrict access and progression
- ensure equality of opportunity for all wishing to access the qualification
- be offered to learners who have been recruited with integrity by the centre.

What are the benefits of this qualification to the learner and employer?

This qualification allows learners to demonstrate competence against National Occupational Standards which are based on the needs of the Construction industry as defined by ConstructionSkills, the Sector Skills Council. As such it contributes to the development of skilled labour in the sector. The qualification may contribute towards the competence element of an Apprenticeship.

What are the potential job roles for those working towards this qualification?

- Builders' merchant/assistant
- Construction operative.

What progression opportunities are available to learners who achieve this qualification?

This qualification allows learners to demonstrate competence in cladding occupations at a level required by the construction and the built environment industry. Learners can progress across the level and size of the construction and the built environment competence and knowledge qualifications and into other occupational areas such as team leading and management.

Further information is available in *Annexe A*.

What is the qualification structure for the Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF)?

Individual units can be found in the *Units* section. The QCF level and credit value are given on the first page of each unit.

This qualification accreditation number provides pathways to the following qualifications. Learners must choose one pathway.

Pathway 1 – Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations – Roof Sheeting and Cladding

Learners must complete a minimum of 69 credits to achieve this qualification, including all three mandatory units from Group A. Learners must complete all units in Group B1 and a minimum of 8 credits from ONE unit in Group B2. Learners may choose to complete additional credits from Group B3; however these will not count towards the minimum credit required for this qualification.

Pathway 2 – Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations – Specialist Cladding and Rainscreen Systems

Learners must complete a minimum of 68 credits to achieve this qualification, including all three mandatory units from Group A. Learners must complete a minimum of 58 credits from THREE units from Groups C1 and C2; however a maximum of ONE unit can be taken from Group C2.

Qualification Structure

Pearson Edexcel Level 2 NVQ Diploma in Cladding Occupations (Construction) (QCF)					
A – Mandatory units for <u>all</u> pathways (credit value 10)					
Unit no.	Unit reference number	A – Mandatory units	Credit	Level	GLH
1	A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	2	1	7
2	J/503/1169	Conforming to Productive Working Practices in the Workplace	3	2	10
3	F/503/1171	Moving, Handling and Storing Resources in the Workplace	5	2	17

Pathways

Pathway 1 – Roof Sheeting and Cladding (credit value 59)					
B1 Mandatory units for Roof Sheeting and Cladding (credit value 51)					
Unit no.	Unit reference number	A – Mandatory units	Credit	Level	GLH
4	M/600/7040	Preparing Resources for Roof Sheeting and Cladding in the Workplace	18	2	60
5	F/600/7043	Installing Roof Sheeting and Cladding Systems in the Workplace	20	2	67
6	J/600/7044	Installing Roof Sheeting and Cladding Rainwater Goods in the Workplace	13	2	43
B2 Optional units for Roof Sheeting and Cladding (credit value: a minimum of 8 credits from ONE unit)					
Unit no.	Unit reference number	B2 – Optional units	Credit	Level	GLH
7	Y/600/7047	Refurbishing Roof Sheeting and Cladding in the Workplace	22	2	73
8	Y/600/7050	Repairing Roof Sheeting and Cladding Systems in the Workplace	20	2	67
9	J/503/9952	Preparing and Operating Ergonomic Manipulating Machines to Lift and Transfer Loads in the Workplace	11	2	37
10	R/600/8102	Slinging and Signalling the Movement of Loads (Secondary Role) in the Workplace	8	2	27
B3 Additional units for Roof Sheeting and Cladding (Learners may take additional units from group B3 although they are not necessary to achieve the qualification.)					
Unit no.	Unit reference number	B3 – Additional units	Credit	Level	GLH
11	K/503/2959	Installing Solar Collectors to Roofs in the Workplace	6	2	20

Pathway 2 – Specialised Cladding and Rainscreen Systems (credit value: 58. Three units from this pathway must be selected; only one can be selected from Group C2)

C1 Optional Units for Specialised Cladding and Rainscreen Systems

Unit no.	Unit reference number	C1 – Optional units	Credit	Level	GLH
12	R/600/7063	Preparing Backgrounds to Receive Wall Cladding Systems in the Workplace	20	2	67
13	K/600/7070	Repairing Wall Cladding Systems in the Workplace	20	20	67
14	M/600/7071	Removing Existing Wall Cladding Systems in the Workplace	18	2	60

**C2 Optional units for Specialised Cladding and Rainscreen Systems
(Only ONE unit can be selected from Group C1)**

Unit no.	Unit reference number	B2 – Optional units	Credit	Level	GLH
15	M/503/2736	Installing Rainscreen Wall Cladding Systems in the Workplace	25	2	83
16	T/503/2737	Installing Specialist Wall Cladding and Bespoke Systems in the Workplace	25	2	83
17	A/503/2738	Installing Timber Wall Cladding Systems in the Workplace	25	2	83

How is the qualification graded and assessed?

The overall grade for the qualification is a 'pass'. To achieve a pass for the full qualification, a learner must achieve all the required units within the specified qualification structure.

To pass a unit a learner must:

- achieve **all** the specified learning outcomes
- satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion
- show that the evidence is their own.

The qualifications are designed to be assessed:

- in the workplace or
- in conditions resembling the workplace, as specified in the assessment requirements/strategy for the sector.

Assessment requirements/strategy

The assessment requirements/strategy for this qualification has been included in *Annexe D*. They have been developed by ConstructionSkills in partnership with employers, training providers, awarding organisations and the regulatory authorities. The assessment strategy includes details on:

- the requirements for assessment in the workplace and the circumstances where simulation is permitted
- the criteria for defining a realistic working environment, where it is permitted
- the roles and occupational competence of assessors, expert witnesses, internal verifiers and standards verifiers
- quality control of assessment
- evidence requirements.

Learners may provide evidence of occupational competence from:

- **current practice** where evidence is generated from a current job role
- a **programme of development** where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
- the **Recognition of Prior Learning (RPL)** where a learner can demonstrate that they can meet the assessment criteria within a unit through knowledge, understanding or skills they already possess without undertaking a course of development. They must submit sufficient, reliable and valid evidence for assessment, internal and standards verification purposes. RPL is acceptable for accrediting a unit, several units or a whole qualification
- a **combination** of these.

It is important that the evidence provided to satisfy the unit and learning outcomes' assessment criteria is:

Valid	relevant to the standards for which competence is claimed
Authentic	produced by the learner
Current	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
Reliable	indicates that the learner can consistently perform at this level
Sufficient	fully meets the requirements of the standards.

Types of evidence

To successfully achieve a unit the learner must gather evidence which shows that they have met the required standard specified by the assessment criteria. Evidence can take a variety of different forms including the examples below. Centres should refer to the assessment strategy for information about which of the following are permissible.

- direct observation of the learner's performance by their assessor (O)
- outcomes from oral or written questioning (Q&A)
- products of the learner's work (P)
- personal statements and/or reflective accounts (RA)
- outcomes from simulation, where permitted by the assessment strategy (S)
- professional discussion (PD)
- assignment, project/case studies (A)
- authentic statements/witness testimony (WT)
- expert witness testimony (EPW)
- evidence of Recognition of Prior Learning (RPL).

The abbreviations may be used for cross-referencing purposes.

Learners can use one piece of evidence to prove their knowledge, skills and understanding across different assessment criteria and/or across different units. It is, therefore, not necessary for learners to have each assessment criterion assessed separately. Learners should be encouraged to cross-reference their evidence to the relevant assessment criteria.

Evidence must be made available to the assessor, internal verifier and Edexcel standards verifier. A range of recording documents is available on our website www.edexcel.com. Alternatively, centres can develop their own recording documents.

Centre recognition and approval

Centre recognition

Centres that have not previously offered Edexcel accredited qualifications need to apply for and be granted centre recognition and approval as part of the process for approval to offer individual qualifications. New centres must complete a centre recognition and approval application and a qualification approval application.

Existing centres will be given 'automatic approval' for a new qualification if they are already approved for a qualification that is being replaced by the new qualification and the conditions for automatic approval are met.

Centres already holding Edexcel approval and which have a history of good external quality assurance outcomes are able to gain qualification approval for a different level or different sector via Edexcel online.

Approvals agreement

All centres are required to enter into an approvals agreement which is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. If centres do not comply with the agreement, Edexcel will act to protect the integrity of the awarding of qualifications. This could result in the suspension of certification or withdrawal of approval.

Quality assurance

Detailed information on Edexcel's quality assurance processes is given in *Annexe B*.

What resources are required?

Each qualification is designed to support learners working in the construction and the built environment sector. Physical resources need to support the delivery of the qualifications and the assessment of the learning outcomes and they must be of industry standard. The centre and staff involved in the delivery of a qualification must take Health and Safety requirements into account.

Where provision is made by the Sector Skills Council or Standards Setting Body for assessment to be undertaken in a Realistic Working Environment (RWE), the RWE must provide the same conditions as the normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working.

Centres must meet any specific resource requirements given in *Annexe D: Assessment requirements/strategy*. Staff assessing learners must meet the requirements within the overarching assessment strategy for the sector.

Unit format

Each unit in this specification contains the following sections.

Unit title:	The unit title is accredited on the QCF and this form of words will appear on the learner's Notification of Performance (NOP).			
Unit reference number:				
QCF level:	All units and qualifications within the QCF have a level assigned to them, which represents the level of achievement. There are nine levels of achievement, from Entry level to level 8. The level of the unit has been informed by the QCF level descriptors and, where appropriate, the NOS and/or other sector/professional.			
Credit value:	All units have a credit value. The minimum credit value is one, and credits can only be awarded in whole numbers. Learners will be awarded credits when they achieve the unit.			
Guided learning hours:	A notional measure of the substance of a qualification. It includes an estimate of the time that might be allocated to direct teaching or instruction, together with other structured learning time, such as directed assignments, assessments on the job or supported individual study and practice. It excludes learner-initiated private study.			
Unit summary:	This provides a summary of the purpose of the unit.			
Assessment requirements/evidence requirements:	The assessment/evidence requirements are determined by the SSC. Learners must provide evidence for each of the requirements stated in this section.			
Assessment methodology:	This provides a summary of the assessment methodology to be used for the unit.			
Learning outcomes:	Assessment criteria:	Evidence type:	Portfolio reference:	Date:
<p>The learner should use this box to indicate where the evidence can be obtained eg portfolio page number.</p> <p>The learner should give the date when the evidence has been provided.</p>				
Learning outcomes state exactly what a learner should know, understand or be able to do as a result of completing a unit.		The assessment criteria of a unit specify the standard a learner is expected to meet to demonstrate that a learning outcome, or a set of learning outcomes, has been achieved.		
Learners must reference the type of evidence they have and where it is available for quality assurance purposes. The learner can enter the relevant key and a reference. Alternatively, the learner and/or centre can devise their own referencing system.				

Units

Unit 1: Conforming to General Health, Safety and Welfare in the Workplace

Unit reference number: A/503/1170

QCF level: 1

Credit value: 2

Guided learning hours: 7

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to general safety in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Comply with all workplace health, safety and welfare legislation requirements	<p>1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area</p> <p>1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements</p> <p>1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment</p> <p>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:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions</p> <p>1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment</p> <p>1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area</p> <p>1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures	<p>2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures</p> <p>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</p> <p>2.3 List the current Health and Safety Executive top ten safety risks</p> <p>2.4 List the current Health and Safety Executive top five health risks</p> <p>2.5 State how changing circumstances within the workplace could cause hazards</p> <p>2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Comply with organisational policies and procedures to contribute to health, safety and welfare	<p>3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices</p> <p>3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.</p> <p>3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures</p> <p>3.4 Safely store health and safety control equipment in accordance with given instructions</p> <p>3.5 Dispose of waste and/or consumable items in accordance with legislation</p> <p>3.6 State the organisational policies and procedures for health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> – 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 <p>3.7 State the appropriate types of fire extinguishers relevant to the work</p> <p>3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area	<p>4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare</p> <p>4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:</p> <ul style="list-style-type: none"> – 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 <p>4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Comply with and support all organisational security arrangements and approved procedures	<p>5.1 Provide appropriate support for security arrangements in accordance with approved procedures:</p> <ul style="list-style-type: none"> – during the working day – on completion of the day's work – for unauthorised personnel (other operatives and the general public) – for theft <p>5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 2:**Conforming to Productive
Working Practices in the
Workplace**

Unit reference number: J/503/1169

QCF level: 2

Credit value: 3

Guided learning hours: 10

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to productive working practices in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Communicate with others to establish productive work practices	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively 1.2 Describe the different methods of communicating with line management, colleagues and customers 1.3 Describe how to use different methods of communication to ensure that the work carried out is productive			
2 Follow organisational procedures to plan the sequence of work	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work 2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively 2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> – using resources for own and other's work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions 2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain relevant records in accordance with the organisational procedures	<p>3.1 Complete relevant documentation according to the occupation as required by the organisation</p> <p>3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:</p> <ul style="list-style-type: none"> – job cards – worksheets – material/resource lists – time sheets <p>3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Maintain good working relationships when conforming to productive working practices	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships 4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others 4.3 Describe how to maintain good working relationships, in relation to: <ul style="list-style-type: none"> – individuals – customer and operative – operative and line management – own and other occupations 4.4 Describe why it is important to work effectively with line management, colleagues and customers 4.5 Describe how working relationships could have an effect on productive working 4.6 Describe how to apply principles of equality and diversity when communicating and working with others			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 3:

Moving, Handling and Storing Resources in the Workplace

Unit reference number: F/503/1171

QCF level: 2

Credit value: 5

Guided learning hours: 17

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in moving, handling and storing resources in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
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			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – 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 <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making the reports</p> <p>2.4 State the appropriate types of fire extinguishers relevant to the work</p> <p>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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when moving, handling and/or storing resources	<p>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</p> <p>3.2 Use lifting aids safely as appropriate to the work</p> <p>3.3 Protect the environment in accordance with safe working practices as appropriate to the work</p> <p>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:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <p>3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions</p> <p>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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources</p>	<p>4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:</p> <ul style="list-style-type: none"> – lifting and handling aids – container(s) – fixing, holding and securing systems <p>4.3 Describe how the resources should be handled and how any problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and methods of work</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources	<p>5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Dispose of waste and packaging in accordance with legislation</p> <p>5.3 Maintain a clean work space when moving, handling or storing resources</p> <p>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</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>			
6 Complete the work within the allocated time when moving, handling and/or storing resources	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance	<p>7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources:</p> <ul style="list-style-type: none"> – moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques <p>7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:</p> <ul style="list-style-type: none"> – sheet material – loose material – bagged or wrapped material – fragile material – tools and equipment – components – liquids <p>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</p> <p>7.4 Describe the needs of other occupations when moving, handling and/or storing resources</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 4:

Preparing Resources for Roof Sheeting and Cladding in the Workplace

Unit reference number: M/600/7040

QCF level: 2

Credit value: 18

Guided learning hours: 60

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in preparing resources for roof sheeting and cladding in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing resources for roof sheeting and cladding to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- built-up systems
- standing seam/secret fix systems
- composite panel systems
- fibre-cement systems.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when preparing resources for roof sheeting and cladding	<p>1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged or incorrect materials and/or resources and site induction 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when preparing resources for roof sheeting and cladding</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials, by manual handling and mechanical lifting and with mechanical access equipment <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when preparing resources for roof sheeting and cladding	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing resources for roof sheeting and cladding</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to preparing resources for roof sheeting and cladding, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to prepare resources for roof sheeting and cladding	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – mechanical fixings and fasteners, flashings, fittings, insulation, sealers and fillers, metal and translucent sheets, composite panels, fibre-cement systems, condensation and vapour control, related materials and components – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare resources for roof sheeting and cladding</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when preparing resources for roof sheeting and cladding	5.1 Protect the work and its surrounding area from damage 5.2 Minimise damage and maintain a clean work space 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 5.4 Dispose of waste in accordance with legislation 5.5 State why the disposal of waste should be carried out in relation to the work			
6 Complete the work within the allocated time when preparing resources for roof sheeting and cladding	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: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to prepare resources for roof sheeting and cladding to the required specification	<p>7.1 Demonstrate the following work skills when preparing resources for roof sheeting and cladding:</p> <ul style="list-style-type: none"> – measuring, checking, preparing and positioning <p>7.2 Prepare roof sheeting and cladding resources to contractor's working instructions for:</p> <ul style="list-style-type: none"> – built-up systems And/or – standing seam/secret fix systems And/or – composite panel systems – fibre-cement systems <p>All to include:</p> <ul style="list-style-type: none"> – fixings – flashings – roofing components – ancillary equipment 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – check resources for type, quantity and damage and report discrepancies – prepare and position resources ready to install: fibre cement, standing seam/secret fix, composite panels and built-up roof sheeting and cladding systems – check quality and suitability of work on completion or at the end of the day – use hand tools, power tools and equipment – work at height – use access equipment <p>7.4 Safely use and store hand tools, portable power tools and ancillary equipment</p> <p>7.5 State the needs of other occupations and how to communicate within a team when preparing resources for roof sheeting and cladding</p> <p>7.6 Describe how and when to maintain the tools and equipment used when preparing resources for roof sheeting and cladding</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 5:**Installing Roof Sheeting and Cladding Systems in the Workplace**

Unit reference number: F/600/7043

QCF level: 2

Credit value: 20

Guided learning hours: 67

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing roof sheeting and cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing roof sheeting and cladding systems to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- built-up systems
- standing seam/secret fix systems
- composite panel systems
- fibre-cement systems.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information	<p>1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged or incorrect materials and/or resources and site induction 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when installing roof sheeting and cladding systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials, by manual handling and mechanical lifting and with mechanical access equipment <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making report</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when installing roof sheeting and cladding systems	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing roof sheeting and cladding systems</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing roof sheeting and cladding systems, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install roof sheeting and cladding systems.	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – mechanical fixings and fasteners, flashings, fittings, insulation, sealers and fillers, metal and translucent sheets, composite panels, fibre-cement systems, condensation and vapour control, related materials and components – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install roof sheeting and cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing roof sheeting and cladding systems	5.1 Protect the work and its surrounding area from damage 5.2 Minimise damage and maintain a clean work space 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 5.4 Dispose of waste in accordance with legislation 5.5 State why the disposal of waste should be carried out in relation to the work			
6 Complete the work within the allocated time when installing roof sheeting and cladding systems	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: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to install roof sheeting and cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when installing roof sheeting and cladding systems:</p> <ul style="list-style-type: none"> – measuring, setting out, fitting, finishing, positioning and securing <p>7.2 Install roof sheeting and cladding and/or decking to contractor's working instructions for:</p> <ul style="list-style-type: none"> – built-up systems <p>And/or</p> <ul style="list-style-type: none"> – standing seam/secret fix systems <p>And/or</p> <ul style="list-style-type: none"> – composite panel systems – fibre-cement systems <p>All to include:</p> <ul style="list-style-type: none"> – flashings – openings – vents and intrusions – inclined and vertical areas 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – install fibre cement, standing seam/secret fix, composite panels and built-up systems to inclined and vertical surfaces – position and secure flashings and vents – install insulation and flashing material – install related materials and components – check quality and suitability of work on completion or at the end of the day – use hand tools, power tools and equipment – work at height – use access equipment <p>7.4 Safely use and store hand tools, plant, portable power tools and ancillary equipment</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing roof sheeting and cladding systems</p> <p>7.6 Describe how and when to maintain the tools and equipment used when installing roof sheeting and cladding systems</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

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Date: _____

Date: _____

Date: _____

Unit 6:**Installing Roof Sheeting and
Cladding Rainwater Goods in the
Workplace**

Unit reference number: J/600/7044

QCF level: 2

Credit value: 13

Guided learning hours: 43

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing roof sheeting and cladding rainwater goods in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing roof sheeting and cladding rainwater goods to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when installing roof sheeting and cladding rainwater goods	<p>1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged or incorrect materials and/or resources and site induction 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when installing roof sheeting and cladding rainwater goods	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials, by manual handling and mechanical lifting and with mechanical access equipment <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			
3 Maintain safe working practices when installing roof sheeting and cladding rainwater goods	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing roof sheeting and cladding rainwater goods</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing roof sheeting and cladding rainwater goods, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install roof sheeting and cladding rainwater goods	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – brackets, fixings and supports – gutters and downpipes – sealant and flashings – sumps and outlets – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install roof sheeting and cladding rainwater goods</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing roof sheeting and cladding rainwater goods	<p>5.1 Protect the work and its surrounding area from damage</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions</p> <p>5.4 Dispose of waste in accordance with legislation</p> <p>5.5 State why the disposal of waste should be carried out in relation to the work</p>			
6 Complete the work within the allocated time when installing roof sheeting and cladding rainwater goods	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to install roof sheeting and cladding rainwater goods to the required specification	<p>7.1 Demonstrate the following work skills when installing roof sheeting and cladding rainwater goods:</p> <ul style="list-style-type: none"> – measuring, cutting, setting out, fitting, positioning and securing <p>7.2 Install roof sheeting and cladding rainwater goods to contractor's working instructions for:</p> <ul style="list-style-type: none"> – gutters and downpipes – brackets and supports – sumps – overflows – pipes and outlets 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – install brackets and supports – install gutters, downpipes, sumps, outlets and overflows – install related materials and components – check quality and suitability of work on completion or at the end of the day – use hand tools, power tools and equipment – work at height – use of access equipment <p>7.4 Safely use and store hand tools, plant, portable power tools and ancillary equipment</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing roof sheeting and cladding rainwater goods</p> <p>7.6 Describe how and when to maintain the tools and equipment used when installing roof sheeting and cladding rainwater goods</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Unit 7:**Refurbishing Roof Sheeting and Cladding in the Workplace**

Unit reference number: Y/600/7047

QCF level: 2

Credit value: 22

Guided learning hours: 73

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in refurbishing roof sheeting and cladding in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of refurbishing roof sheeting and cladding to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when refurbishing roof sheeting and cladding	<p>1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged or incorrect materials and/or resources and site induction 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when refurbishing roof sheeting and cladding	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials, by manual handling and mechanical lifting and with mechanical access equipment <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			
3 Maintain safe working practices when refurbishing roof sheeting and cladding	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when refurbishing roof sheeting and cladding</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to refurbishing roof sheeting and cladding, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to refurbish roof sheeting and cladding	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – primers, cleaning agents, sealing tapes and separating membranes – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to refurbish roof sheeting and cladding</p>			
5 Minimise the risk of damage to the work and surrounding area when refurbishing roof sheeting and cladding	<p>5.1 Protect the work and its surrounding area from damage</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions</p> <p>5.4 Dispose of waste in accordance with legislation</p> <p>5.5 State why the disposal of waste should be carried out in relation to the work</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Complete the work within the allocated time when refurbishing roof sheeting and cladding	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			
7 Comply with the given contract information to refurbish roof sheeting and cladding to the required specification	<p>7.1 Demonstrate the following work skills when refurbishing roof sheeting and cladding:</p> <ul style="list-style-type: none"> – measuring, removing, cleaning, making good and preparing <p>7.2 Prepare backgrounds for roof sheeting and cladding refurbishment to contractor's working instructions for:</p> <ul style="list-style-type: none"> – removal of existing materials – cleaning backgrounds – making good backgrounds – preparing and treating backgrounds 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – remove existing materials, including asbestos containing materials – prepare backgrounds for roof sheeting and cladding and over-roofing cladding – assess the suitability of the structure to receive replacement materials – check quality and suitability of work on completion or at the end of the day – use hand tools, power tools and equipment – work at height – use of access equipment <p>7.4 Safely use and store hand tools, portable power tools and ancillary equipment</p> <p>7.5 State the needs of other occupations and how to communicate within a team when refurbishing roof sheeting and cladding</p> <p>7.6 Describe how and when to maintain the tools and equipment used when refurbishing roof sheeting and cladding</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 8:**Repairing Roof Sheeting and Cladding Systems in the Workplace**

Unit reference number: Y/600/7050

QCF level: 2

Credit value: 20

Guided learning hours: 67

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in repairing roof sheeting and cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of repairing roof sheeting and cladding systems to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when repairing roof sheeting and cladding systems	<p>1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged or incorrect materials and/or resources and site induction 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when repairing roof sheeting and cladding systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials, by manual handling and mechanical lifting and with mechanical access equipment <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when repairing roof sheeting and cladding systems	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when repairing roof sheeting and cladding systems</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to repairing roof sheeting and cladding systems, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to repair roof sheeting and cladding systems	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – mechanical fixings and fasteners, flashings, fittings, insulation, sealers and fillers, metal and translucent sheets, composite panels, fibre cement systems, condensation and vapour control, related materials and components – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to repair roof sheeting and cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when repairing roof sheeting and cladding systems	5.1 Protect the work and its surrounding area from damage 5.2 Minimise damage and maintain a clean work space 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 5.4 Dispose of waste in accordance with legislation 5.5 State why the disposal of waste should be carried out in relation to the work			
6 Complete the work within the allocated time when repairing roof sheeting and cladding systems	6.1 State why the disposal of waste should be carried out in relation to the work 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to repairing roof sheeting and cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when repairing roof sheeting and cladding systems:</p> <ul style="list-style-type: none"> – removing, replacing, renewing and making good <p>7.2 Identify and repair defects in roof sheeting and cladding to contractor's working instructions for:</p> <ul style="list-style-type: none"> – roof leaks/condensation – damaged sheets and components – minor surface coating defects – damaged or missing flashings 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – identify defects – remove or recover defective materials – carry out repairs to sheet components – repair coating defects – prevent water leaks and condensation – check quality and suitability of work on completion or at the end of the day – use hand tools, power tools and equipment – work at height – use of access equipment <p>7.4 Safely use and store hand tools, portable power tools and ancillary equipment</p> <p>7.5 State the needs of other occupations and how to communicate within a team when repairing roof sheeting and cladding systems</p> <p>7.6 Describe how and when to maintain the tools and equipment used when repairing roof sheeting and cladding systems</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 9:**Preparing and Operating
Ergonomic Manipulating Machines
to Lift and Transfer Loads in the
Workplace**

Unit reference number: J/503/9952

QCF level: 2

Credit value: 11

Guided learning hours: 37

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Interpret the given information relating to the use of ergonomic manipulating machines to lift, transfer and place loads</p>	<p>1.1 Interpret and extract relevant information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statements</p> <p>1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to ergonomic manipulating machine operations 			
<p>2 Organise with others the sequence and operation in which lifting operations using ergonomic manipulating machines are to be carried out</p>	<p>2.1 Organise the work according to given information or instructions</p> <p>2.2 Describe how to communicate ideas between team members</p> <p>2.3 Organise and communicate with team members and other associated occupations</p> <p>2.4 Describe how to organise resources prior to and during lifting operations with ergonomic manipulating machines</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Know how to comply with relevant legislation and official guidance when carrying out lifting operations	<p>3.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>3.3 Explain what the accident reporting procedures are and who is responsible for making reports</p>			
4 Maintain safe working practices when preparing for and carrying out lifting operations using ergonomic manipulating machines	<p>4.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with current legislation and organisational requirements during lifting operations</p> <p>4.2 Explain why and when personal protective equipment (PPE) should be used, relating to compact crane use, and the types, purpose and limitations of each type</p> <p>4.3 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using ergonomic manipulating machines</p>	<p>5.1 Request and select resources associated with ergonomic manipulating machines in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment</p> <p>5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:</p> <ul style="list-style-type: none"> – consumables, lubricants and fuels – attachments and lifting aids – hand tools, ancillary equipment and/or accessories <p>5.3 Describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>5.5 Describe any potential hazards associated with the resources and methods of work</p> <p>5.6 Describe how to calculate weight, bearing pressure, length and area associated with the method/procedures to carry out lifting operations with ergonomic manipulating machines</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Minimise the risk of damage to the work and surrounding area when lifting and transferring loads	<p>6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>6.2 Minimise damage and maintain a clean work space</p> <p>6.3 Dispose of waste in accordance with current legislation</p> <p>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</p> <p>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</p>			
7 Complete the work within the allocated time when preparing to and lifting and transferring loads	<p>7.1 Demonstrate completion of the work within the allocated time</p> <p>7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the lifting operation 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
8 Comply with the given contract information to lift, transfer and place loads using ergonomic manipulating machines to the required specification	<p>8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines:</p> <ul style="list-style-type: none"> – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down <p>8.2 Prepare, set up and operate ergonomic manipulating machines to lift, transfer and place a variety of loads in the workplace, to given working instructions</p> <p>8.3 Shut down and secure ergonomic manipulating machines to given working instructions</p> <p>8.4 Safely use and store hand tools and ancillary equipment</p> <p>8.5 Safely store the tools and equipment used when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>8.6 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ul style="list-style-type: none"> – identify the characteristics of the ergonomic manipulating machine for the lifting operation – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – operate and move (where applicable) the ergonomic manipulating machine – identify characteristics, type, weight and positioning of loads for lifting and transferring – secure and balance loads for lifting – lift, remove and transfer loads – position, place and set down loads – confirm load stability and security – shut down the ergonomic manipulating machine – use hand tools, ancillary equipment and accessories 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads 8.8 Describe how to maintain the plant, tools and equipment used to lift and transfer loads			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Unit 10:

Slinging and Signalling the Movement of Loads (Secondary Role) in the Workplace

Unit reference number: R/600/8102

QCF level: 2

Credit value: 8

Guided learning hours: 27

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in slinging and signalling the movement of loads (secondary role) in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of slinging and signalling the movement of loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the preparation for and the slinging and signalling of loads	1.1 Interpret and extract information from drawings, specifications, schedules, method statements and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method statements 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, manufacturers' information, approved procedures and codes of practice 			
2 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out	2.1 Organise the work according to given information or instructions 2.2 Describe how to communicate ideas between team members 2.3 Organise and communicate with team members and other associated occupations 2.4 State how to organise resources prior to and when slinging and signalling of loads			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads	<p>3.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>3.3 State what the accident reporting procedures are and who is responsible for making reports</p>			
4 Maintain safe working practices when preparing for and slinging and signalling loads	<p>4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements when slinging and signalling of loads</p> <p>4.2 Explain why and when personal protective equipment (PPE) should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type</p> <p>4.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Select the required quantity and quality of resources to prepare for and when slinging and signalling loads	<p>5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to:</p> <ul style="list-style-type: none"> – lifting accessories – signalling and communication equipment – hand tools and ancillary equipment <p>5.2 Select resources associated with slinging/signalling in relation to hand tools, attachments, slinging equipment, lifting aids/accessories, signalling and communication equipment</p> <p>5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>5.4 Outline potential hazards associated with the resources and method of work</p> <p>5.5 Describe how to calculate weight, bearing pressure, quantity, length and area associated with the method/procedures to carry out slinging/signalling</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Minimise the risk of damage to the work and surrounding area when slinging and signalling loads	6.1 Protect the work and its surrounding area from damage 6.2 Minimise damage and maintain a clean work space 6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 6.4 Dispose of waste in accordance with legislation 6.5 State why the disposal of waste should be carried out safely in relation to the work			
7 Complete the work within the allocated time when preparing to and slinging and signalling loads	7.1 Demonstrate completion of the work within the allocated time 7.2 State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the lifting operation			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
8 Comply with the given contract information to prepare to and sling and signal loads for movement to the required specification	<p>8.1 Demonstrate the following work skills when preparing to and slinging and signalling loads:</p> <ul style="list-style-type: none"> – measuring, gauging, estimating, fitting, fixing, testing, balancing, interpreting, judging, explaining, preparing, indicating, informing, instructing, signing, positioning, adjusting, configuring, moving, securing, signalling, relaying and removing <p>8.2 Prepare to and attach loads to lifting equipment, and guide loads using signals to the required destination to given working instructions using appropriate load-securing methods and lifting accessories</p> <p>8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ul style="list-style-type: none"> – confirm method of communication – determine the method of slinging – select and use suitable slinging equipment/lifting accessories – sling loads securely and balance within correct weight distribution following agreed/recognised operational procedures – position loads safely and securely – remove and store lifting accessories – use hand tools, ancillary equipment and accessories 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	8.4 Safely use and store hand tools and slinging, signalling, communication and ancillary equipment 8.5 State the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads. 8.6 Describe how to maintain the tools and equipment used to sling and signal loads			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 11: Installing Solar Collectors to Roofs in the Workplace

Unit reference number: K/503/2959

QCF level: 2

Credit value: 6

Guided learning hours: 20

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing solar collectors to roofs in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- photo voltaic
- solar thermal.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Interpret the given information relating to the work and resources when installing solar collectors to roofs</p>	<p>1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statements</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing solar collectors to roofs</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – 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 <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when installing solar collectors to roofs	<p>3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs</p> <p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions</p> <p>3.4 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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install solar collectors to roofs	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – solar collector installation kits – hand and/or powered tools and equipment <p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and method of work</p> <p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install solar collectors to roofs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs	<p>5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Dispose of waste in accordance with legislation</p> <p>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</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>			
6 Complete the work within the allocated time when installing solar collectors to roofs	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to installing solar collectors to roofs to the required specification	<p>7.1 Demonstrate the following work skills when installing solar collectors to roofs:</p> <ul style="list-style-type: none"> – removing, measuring, marking out, cutting, fitting, fixing, positioning, securing and replacing <p>7.2 Prepare for and install solar collectors to roof to given working instructions for one of the following:</p> <ul style="list-style-type: none"> – integrated photo voltaic – mounted photo voltaic – integrated solar thermal – mounted solar thermal <p>7.3 Reinstate roof coverings to given working instructions</p> <p>7.4 Safely use and handle materials</p> <p>7.5 Safely use hand tools, portable power tools and ancillary equipment</p> <p>7.6 Safely store the materials, tools and equipment used when installing solar collectors to roofs</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.7 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – assess the installation area – check the direction the roof is facing – remove or leave out waterproofing elements – mark out for installation using given templates or dimensions – prepare and weatherproof penetrations – fix additional supports – secure fixtures, fittings and collector <p>7.8 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – reinstate roof covering including flashings – install solar panels during construction and as retrofit to existing buildings – use hand tools, power tools and equipment – work at height – use access equipment <p>7.9 Describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs</p> <p>7.10 Describe how to maintain the tools and equipment used when installing solar collectors to roofs</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 12: Preparing Backgrounds to Receive Wall Cladding Systems in the Workplace

Unit reference number: R/600/7063

QCF level: 2

Credit value: 20

Guided learning hours: 67

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in preparing backgrounds to receive wall cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing backgrounds to receive wall cladding systems to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- rainscreen cladding
- specialised cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when preparing backgrounds to receive wall cladding systems	1.1 Interpret and extract information from drawings, specifications, schedules and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and/or method statement 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information and regulations governing buildings			
2 Know how to comply with relevant legislation and official guidance when preparing backgrounds to receive wall cladding systems	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative 2.3 State what the accident reporting procedures are and who is responsible for making reports			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when preparing backgrounds to receive wall cladding systems	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing backgrounds to receive wall cladding systems</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to preparing backgrounds to receive wall cladding systems, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to prepare backgrounds to receive wall cladding systems	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, vertical carriers, rails, brackets and other components – fittings associated with specialised cladding and bespoke systems and/or rainscreen cladding – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> – materials, components and specialised fixings for compatible materials – tools and equipment – appropriate access equipment – loading and unloading <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare backgrounds to receive wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when preparing backgrounds to receive wall cladding systems	5.1 Protect the work and its surrounding area from damage 5.2 Minimise damage and maintain a clean work space 5.3 Dispose of waste in accordance with legislation 5.4 State why the disposal of waste should be carried out in relation to the work			
6 Complete the work within the allocated time when preparing backgrounds to receive wall cladding systems	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: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to prepare backgrounds to receive wall cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when preparing backgrounds to receive wall cladding systems:</p> <ul style="list-style-type: none"> – measuring, marking out, fitting, positioning and securing <p>7.2 Installation to contract specification of:</p> <ul style="list-style-type: none"> – proprietary vertical and horizontal support systems for specialised cladding and bespoke systems and/or rainscreen cladding – insulation <p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – install proprietary and/or timber support systems for specialised cladding and bespoke systems and/or rainscreen cladding – form internal and external angles – form opening reveals – use hand tools, power tools and equipment <p>7.4 Safely use and store hand tools, portable power tools, appropriate levelling instruments and ancillary equipment and ensure testing and/or inspections have been carried out</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.5 State the needs of other occupations and how to communicate within a team when preparing backgrounds to receive wall cladding systems</p> <p>7.6 Describe how to maintain the tools and equipment used when preparing backgrounds to receive wall cladding systems</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 13: Repairing Wall Cladding Systems in the Workplace

Unit reference number: K/600/7070

QCF level: 2

Credit value: 20

Guided learning hours: 67

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in repairing wall cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of repairing wall cladding systems to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- rainscreen cladding
- specialised cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Interpret the given information relating to the work and resources when repairing wall cladding systems</p>	<p>1.1 Interpretation of drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information and regulations governing buildings 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when repairing wall cladding systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when repairing wall cladding systems	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when repairing wall cladding systems</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to repairing wall cladding systems, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to repair wall cladding systems	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – terracotta tiles, masonry cladding, single skin and composite panels, panel hangers, drips, cover strips, fixings, fittings associated with specialised cladding and bespoke systems and/or rainscreen cladding – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> – materials, components and specialised fixings for compatible materials – tools and equipment – appropriate access equipment – loading and unloading <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to repair wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when repairing wall cladding systems	5.1 Protect the work and its surrounding area from damage 5.2 Minimise damage and maintain a clean work space 5.3 Dispose of waste in accordance with legislation 5.4 State why the disposal of waste should be carried out in relation to the work			
6 Complete the work within the allocated time when repairing wall cladding systems	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: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme – quality control 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to repair wall cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when repairing wall cladding systems:</p> <ul style="list-style-type: none"> – measuring, marking out, removing, fitting, positioning and securing <p>7.2 Replacement of defective areas to contract specification of:</p> <ul style="list-style-type: none"> – rainscreen cladding systems relating to: terracotta tiles; single and/or composite panels; vertical and horizontal support systems <p>And/or</p> <ul style="list-style-type: none"> – specialised cladding and bespoke systems relating to: stone cladding; single and/or composite panels; vertical and horizontal support systems 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – repair defective rainscreen cladding relating to: vertical and horizontal supports; single and composite panels; other cladding materials; internal and external angles; opening reveals – assess suitability of background materials – use hand tools, power tools and equipment <p>And/or</p> <ul style="list-style-type: none"> – repair defective specialised cladding and bespoke systems relating to: vertical and horizontal supports; single and composite panels – assess suitability of background materials – use hand tools, power tools and equipment <p>7.4 Safely use and store hand tools, portable power tools, appropriate levelling instruments and ancillary equipment and ensure testing and/or inspections have been carried out</p> <p>7.5 State the needs of other occupations and how to communicate within a team when repairing wall cladding systems</p> <p>7.6 Describe how to maintain the tools and equipment used when repairing wall cladding systems</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

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Date: _____

Date: _____

Date: _____

Unit 14: Removing Existing Wall Cladding Systems in the Workplace

Unit reference number: M/600/7071

QCF level: 2

Credit value: 18

Guided learning hours: 60

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in removing existing wall cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of removing existing wall cladding systems to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- rainscreen cladding
- specialised cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when removing existing wall cladding systems	1.1 Interpretation of drawings, specifications, schedules and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and/or method statement 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, manufacturers' information and regulations governing buildings			
2 Know how to comply with relevant legislation and official guidance when removing existing wall cladding systems	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative 2.3 State what the accident reporting procedures are and who is responsible for making reports			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when removing existing wall cladding systems	<p>3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when removing existing wall cladding systems</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to removing existing wall cladding systems, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to remove existing wall cladding systems	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – terracotta tiles, masonry cladding, single skin and composite panels, panel hangers, drips, cover strips, fixings, fittings associated with specialised cladding and bespoke systems and/or rainscreen cladding – hand and/or powered tools and equipment <p>4.2 Select resources associated with own work in relation to hand and/or powered tools and equipment</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to remove existing wall cladding systems</p>			
5 Minimise the risk of damage to the work and surrounding area when removing existing wall cladding systems	<p>5.1 Protect the work and its surrounding area from damage</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Dispose of waste in accordance with legislation</p> <p>5.4 State why the disposal of waste should be carried out in relation to the work</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
6 Complete the work within the allocated time when removing existing wall cladding systems	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme – quality control 			
7 Comply with the given contract information to remove existing wall cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when removing existing wall cladding systems:</p> <ul style="list-style-type: none"> – measuring, marking out and removing <p>7.2 Removal of existing systems to contract specification for:</p> <ul style="list-style-type: none"> – rainscreen cladding systems relating to: terracotta tiles; single and/or composite panels; vertical and horizontal support systems <p>And/or</p> <ul style="list-style-type: none"> – specialised cladding and bespoke systems relating to: stone cladding; single and/or composite panels; vertical and horizontal support systems 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – remove existing rainscreen cladding relating to: vertical and horizontal supports, terracotta tiles, single and composite panels. – assess suitability of background materials – use hand tools, power tools and equipment <p>And/or</p> <ul style="list-style-type: none"> – remove existing specialised cladding and bespoke systems relating to: vertical and horizontal supports, stone cladding, single and composite panels – assess suitability of background materials – use hand tools, power tools and equipment <p>7.4 Safely use and store hand tools, portable power tools, appropriate levelling instruments and ancillary equipment and ensure testing and/or inspections have been carried out</p> <p>7.5 State the needs of other occupations and how to communicate within a team when removing existing wall cladding systems</p> <p>7.6 Describe how to maintain the tools and equipment used when removing existing wall cladding systems</p>			

Learner name: _____

Learner signature: _____

Assessor signature: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Date: _____

Date: _____

Date: _____

Unit 15:**Installing Rainscreen Wall
Cladding Systems in the
Workplace**

Unit reference number: M/503/2736

QCF level: 2

Credit value: 25

Guided learning hours: 83

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing rainscreen wall cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

If this unit is assessed via timber cladding it must be endorsed against the following:

- timber cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when installing rainscreen wall cladding systems	<p>1.1 Interpret and extract relevant information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statements</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information and regulations governing buildings 			
2 Know how to comply with relevant legislation and official guidance when installing rainscreen wall cladding systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – In the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when installing rainscreen wall cladding systems	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing rainscreen wall cladding systems</p> <p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing rainscreen wall cladding systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions</p> <p>3.4 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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install rainscreen wall cladding systems	<p>4.1 Select resources associated with own work in relation to materials, components and specialised fixings for compatible materials, tools and equipment, appropriate access equipment and loading and unloading</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – terracotta tiles, masonry cladding, single skin and composite panels, panel hangers, drips, cover strips, fixings, fittings and other materials associated with rainscreen cladding – hand and/or powered tools and equipment <p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and method of work</p> <p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install rainscreen wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing rainscreen wall cladding systems	<p>5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Dispose of waste in accordance with legislation</p> <p>5.4 Describe how to protect work from damage and the purpose of protection</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>			
6 Complete the work within the allocated time when installing rainscreen wall cladding systems	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme – quality control 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to install rainscreen wall cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when installing rainscreen wall cladding systems:</p> <ul style="list-style-type: none"> – measuring, marking out, fitting, positioning and securing <p>7.2 Install rainscreen wall cladding systems and the following components to contract specification:</p> <ul style="list-style-type: none"> – terracotta tiles – single and/or composite panels <p>7.3 Ensure testing and/or inspections have been carried out for hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.4 Safely use hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.5 Safely store the tools and equipment used when installing rainscreen wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – assess suitability of background materials – form internal and external angles – form opening reveals – use hand tools, power tools and equipment – install rainscreen cladding and associated components: terracotta tiles, single and composite panels <p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing rainscreen wall cladding systems</p> <p>7.8 Describe how to maintain the tools and equipment used when installing rainscreen wall cladding systems</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Unit 16:**Installing Specialised Wall
Cladding and Bespoke Systems in
the Workplace**

Unit reference number: T/503/2737

QCF level: 2

Credit value: 25

Guided learning hours: 83

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing specialised wall cladding and bespoke systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

If this unit is assessed via timber cladding it must be endorsed against the following:

- timber cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when installing specialised wall cladding and bespoke systems	<p>1.1 Interpret and extract relevant information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information and regulations governing buildings 			
2 Know how to comply with relevant legislation and official guidance when installing specialised wall cladding and bespoke systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when installing specialised wall cladding and bespoke systems	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing specialised wall cladding and bespoke systems</p> <p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing specialised wall cladding and bespoke systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions</p> <p>3.4 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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install specialised wall cladding and bespoke systems	<p>4.1 Select resources associated with own work in relation to materials, components and specialised fixings for compatible materials, tools and equipment, appropriate access equipment and loading and unloading</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – terracotta tiles, masonry cladding, single skin and composite panels, panel hangers, drips, cover strips, fixings, fittings and other materials associated with specialised cladding and bespoke systems – hand and/or powered tools and equipment <p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and method of work</p> <p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install specialised wall cladding and bespoke systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing specialised wall cladding and bespoke systems	<p>5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Dispose of waste in accordance with legislation</p> <p>5.4 Describe how to protect work from damage and the purpose of protection</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>			
6 Complete the work within the allocated time when installing specialised wall cladding and bespoke systems	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme – quality control 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install specialised wall cladding and bespoke systems to the required specification</p>	<p>7.1 Demonstrate the following work skills when installing specialised wall cladding and bespoke systems:</p> <ul style="list-style-type: none"> – measuring, marking out, fitting, positioning and securing <p>7.2 Install specialised wall cladding, bespoke systems and the following components to contract specification:</p> <ul style="list-style-type: none"> – stone cladding – single and/or composite panels <p>7.3 Ensure testing and/or inspections have been carried out for hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.4 Safely use hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.5 Safely store the tools and equipment used when installing specialised wall cladding and bespoke systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – assess suitability of background materials – form internal and external angles – form opening reveals – use hand tools, power tools and equipment – install specialised cladding, bespoke systems and associated components: stone cladding, single and/or composite panels <p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when specialised wall cladding and bespoke systems</p> <p>7.8 Describe how to maintain the tools and equipment used when installing specialised wall cladding and bespoke systems</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)

Unit 17:**Installing Timber Wall Cladding Systems in the Workplace**

Unit reference number: A/503/2738

QCF level: 2

Credit value: 25

Guided learning hours: 83

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing timber wall cladding systems in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in the QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be endorsed against the following:

- timber Cladding.

Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills makes provision for evidence to be produced through simulation, as specified in the ConstructionSkills overarching assessment strategy.

An assessment record must be created that identifies the assessment criteria that have been met and cross-references these to the evidence provided. The assessment record should include details of the type of evidence and the date of assessment.

The unit specification or suitable centre documentation could be used to form an assessment record.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when installing timber wall cladding systems	<p>1.1 Interpret and extract relevant information from drawings, specifications, schedules and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and/or method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> – drawings, specifications, schedules, manufacturers' information and regulations governing buildings 			
2 Know how to comply with relevant legislation and official guidance when installing timber wall cladding systems	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> – in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when installing timber wall cladding systems	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing timber wall cladding systems</p> <p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing timber wall cladding systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) <p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions</p> <p>3.4 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</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install timber wall cladding systems	<p>4.1 Select resources associated with own work in relation to materials, components and specialised fixings for compatible materials, tools and equipment, appropriate access equipment and loading and unloading</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – terracotta tiles, masonry cladding, single skin and composite panels, panel hangers, drips, cover strips, fixings, fittings and other materials associated with timber cladding – hand and/or powered tools and equipment <p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and method of work</p> <p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install timber wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing timber wall cladding systems	<p>5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Dispose of waste in accordance with legislation</p> <p>5.4 Describe how to protect work from damage and the purpose of protection</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>			
6 Complete the work within the allocated time when installing timber wall cladding systems	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme – quality control 			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to install timber wall cladding systems to the required specification	<p>7.1 Demonstrate the following work skills when installing timber wall cladding systems:</p> <ul style="list-style-type: none"> – measuring, marking out, fitting, positioning and securing <p>7.2 Install timber wall cladding to contract specification</p> <p>7.3 Ensure testing and/or inspections have been carried out for hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.4 Safely use hand tools, portable power tools, appropriate levelling instruments and ancillary equipment</p> <p>7.5 Safely store the tools and equipment used when installing timber wall cladding systems</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – assess suitability of background materials – form internal and external angles – form opening reveals – use hand tools, power tools and equipment – install timber cladding <p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing timber wall cladding systems</p> <p>7.8 Describe how to maintain the tools and equipment used when installing timber wall cladding systems</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

(if sampled)

Date: _____

Further information

For more information about Pearson qualifications please contact our Customer Services team on 0844 463 2535.

Calls may be recorded for quality and training purposes.

Useful publications

Related information and publications include:

- *Edexcel NVQs, SVQs and Competence-based Qualifications Delivery Requirements and Quality Assurance Guidance* published annually
- *Centre Handbook for Edexcel QCF NVQs and Competence-based Qualifications* published annually
- Functional Skills publications – specifications, tutor support materials and question papers
- *Regulatory Arrangements for the Qualification and Credit Framework* (published by Ofqual, August 2008)
- the current Edexcel publications catalogue and update catalogue.

Edexcel publications concerning the Quality Assurance System and the internal and standards verification of vocationally related programmes can be found on our website, www.edexcel.com.

NB: Some of our publications are priced. There is also a charge for postage and packing. Please check the cost when you order.

How to obtain National Occupational Standards

To obtain the National Occupational Standards for the qualifications in this specification, please visit: www.ukstandards.co.uk

Professional development and training

Edexcel supports UK and international customers with training related to NVQ and BTEC qualifications. This support is available through a choice of training options offered in our published training directory or through customised training at your centre.

The support we offer focuses on a range of issues, including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building Functional Skills into your programme
- building effective and efficient quality assurance systems.

The national programme of training we offer can be viewed on our website (www.edexcel.com/training). You can request customised training through the website or by contacting one of our advisers in the Training from Edexcel team via our Customer Services team to discuss your training needs.

The training we provide:

- is active
- is designed to be supportive and thought provoking
- builds on best practice
- may be suitable for those seeking evidence for their continuing professional development.

Annexe A: Progression pathways

The Pearson Edexcel qualification framework for the construction and built environment sector

Level	General qualifications	BTEC vocationally-related qualifications	BTEC specialist qualification/professional	NVQ/competence
8				
7				
6				There are too many qualifications to fit in this space. Please refer to www.edexcel.com
5		Pearson BTEC Level 5 HND Diploma in Construction and the Built Environment (QCF)		There are too many qualifications to fit in this space. Please refer to www.edexcel.com
4		Pearson BTEC Level 4 HNC Diploma in Construction and the Built Environment (QCF)		There are too many qualifications to fit in this space. Please refer to www.edexcel.com

Level	General qualifications		BTEC vocationally-related qualifications	BTEC specialist qualification/professional	NVQ/competence
3			Pearson BTEC Level 3 Certificate , Subsidiary Diploma, Extended Diploma in Construction and the Built Environment (QCF)	Pearson BTEC Level 3 Award in Construction and the Built Environment (Specialist: Construction) (QCF)	There are too many qualifications to fit in this space. Please refer to www.edexcel.com
2			Pearson BTEC Level 2 Certificate, Extended Certificate in Construction (QCF)	Edexcel BTEC Level 2 Award, Certificate and Extended Certificate in Construction and the Built Environment (Specialist: Construction) (QCF)	Please refer to www.edexcel.com
1					
Entry					

Annexe B: Quality assurance

Key principles of quality assurance

- A centre delivering Edexcel qualifications must be an Edexcel recognised and approved centre and must have approval for the individual qualifications that it is offering.
- The centre agrees, as part of gaining recognition and centre approval, to abide by specific terms and conditions relating to the effective delivery and quality assurance of assessment. The centre must abide by these conditions throughout the period of delivery.
- Edexcel makes available to centres a range of materials and opportunities to exemplify the processes required for effective assessment and to provide examples of effective standards. Approved centres must use the guidance on assessment to ensure that staff who are delivering Edexcel accredited qualifications are applying consistent standards.
- An approved centre must follow agreed protocols for: standardisation of assessors; planning, monitoring and recording of assessment processes; internal verification and recording of internal verification processes and dealing with special circumstances, appeals and malpractice.

Quality assurance processes

The approach to quality assured assessment is made through a partnership between a recognised and approved centre and Edexcel. Edexcel is committed to ensuring that it follows best practice and uses appropriate technology to support quality assurance processes where practicable. The specific arrangements for working with centres will vary. Edexcel seeks to ensure that the quality-assurance processes it uses do not inflict undue bureaucracy on centres, and works to support them in providing robust internal quality-assurance processes.

The learning outcomes and assessment criteria in each unit set out the standard to be achieved by each learner in order to gain each unit and, through satisfying the rules of combination, the whole qualification. Edexcel operates a quality-assurance process, designed to ensure that these standards are maintained by all assessors and verifiers.

For the purposes of quality assurance, all individual qualifications and units are considered as a whole. Centres offering these qualifications must be committed to ensuring the quality of the units and qualifications they offer, through effective standardisation of assessors and internal verification of assessor decisions. Centre quality assurance and assessment processes are monitored by Edexcel.

Edexcel quality-assurance processes will involve:

- gaining centre recognition and approval - if a centre is not currently approved to offer Edexcel qualifications - and qualification approval through satisfying the Edexcel approved centre criteria
- visits to centres, conducted by occupationally competent and qualified Edexcel Standards Verifiers for sampling of internal verification and assessment processes, and assessor decisions for the occupational sector. The minimum frequency of Standards Verifiers' visits to centres is usually two per year (a total of two days per year). The exact frequency and duration of Standards Verifier visits must reflect a centre's performance, taking account of the number:
 - of assessment sites
 - and throughput of candidates
 - and turnover of assessors
 - and turnover of internal verifiers.
- the provision of support, advice and guidance towards the achievement of National Occupational Standards.

Centres are required to declare their commitment to ensuring quality and to providing appropriate opportunities for learners that lead to valid and accurate assessment outcomes.

Annexe C: Registration and certification

Registration

Details of the process for registration of learners for the qualifications in this specification are provided in the *Edexcel Information Manual*, published annually.

Centres must register learners promptly on their chosen qualification and by the registration deadlines given in the *Edexcel Information Manual*.

What are the access arrangements and special considerations for the qualifications in this specification?

Centres are required to recruit learners to Edexcel qualifications with integrity.

Appropriate steps should be taken to assess each applicant's potential and a professional judgement should be made about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Edexcel's policy on learners with particular requirements.

Edexcel's policy on access arrangements and special considerations for Edexcel qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the Equality Act 2010) without compromising the assessment of skills, knowledge, understanding or competence. For details, please refer to *Access Arrangements and Special Considerations for BTEC and Edexcel NVQ Qualifications*, available on our website: www.edexcel.com.

Certification

Details of the process for reporting learners' success to Edexcel and for claiming certification are given in the *Edexcel Information Manual*, published annually.

Certificates are issued weekly according to the schedule of dates published in the *Edexcel Information Manual*.

Results should be reported only if the centre has clearance to certificate through reports from Standards Verifiers. Subject to this, results must be reported immediately following programme completion so that certificates can be issued as soon as possible.

Edexcel Standards Verifiers will provide support, advice and guidance to centres to achieve Direct Claim Status (DCS). Edexcel will maintain the integrity of Edexcel QCF NVQs, SVQs and competence qualifications through ensuring that the awarding of these qualifications is secure. Where there are quality issues identified in the delivery of programmes, Edexcel will exercise the right to:

- direct centres to take action
- limit or suspend certification
- suspend registration.

Edexcel's approach in such circumstances is to work with the centre to overcome the problems identified. If additional training is required, Edexcel will aim to secure the appropriate expertise to provide this.

Annexe D: Assessment strategy

The ConstructionSkills Assessment Strategy is available on the Edexcel website, alongside the full specification on the Construction NVQ/Competence page.

