

# **Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF)**

## **Specification**

Edexcel NVQ/competence-based qualifications (QCF)

First registration June 2013

Pearson Education Ltd is one of the UK's largest awarding organisations, offering academic and vocational qualifications and testing to schools, colleges, employers and other places of learning, both in the UK and internationally. Qualifications offered include GCSE, AS and A Level, NVQ and our BTEC suite of vocational qualifications, ranging from Entry Level to BTEC Higher National Diplomas. Pearson Education Ltd administers work-based qualifications.

Through initiatives such as onscreen marking and administration, Pearson is leading the way in using technology to modernise educational assessment, and to support teachers and learners.

*References to third party material made in this specification are made in good faith. We do not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)*

Publications Code N035196

All the material in this publication is copyright

© Pearson Education Limited 2013

# Contents

---

<b>Qualification title covered by this specification</b>	<b>1</b>
<b>Key features of the Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF)</b>	<b>3</b>
What is the purpose of this qualification?	3
Who is this qualification for?	3
What are the benefits of this qualification to the learner and employer?	3
What are the potential job roles for those working towards this qualification?	3
What progression opportunities are available to learners who achieve this qualification?	4
<b>What is the qualification structure for the Pearson Edexcel Level 2 NVQ Diploma in Interior Systems (Construction) (QCF)?</b>	<b>5</b>
<b>How is the qualification graded and assessed?</b>	<b>9</b>
Assessment requirements/strategy	9
Types of evidence	10
<b>Centre recognition and approval</b>	<b>11</b>
Centre recognition	11
Approvals agreement	11
<b>Quality assurance</b>	<b>11</b>
<b>What resources are required?</b>	<b>11</b>
<b>Unit format</b>	<b>12</b>
<b>Units</b>	<b>13</b>
Unit 1: Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	15
Unit 2: Developing and Maintaining Good Occupational Working Relationships in the Workplace	21
Unit 3: Confirming the Occupational Method of Work in the Workplace	27
Unit 4: Conforming to General Health, Safety and Welfare in the Workplace	33
Unit 5: Installing Roofing Backgrounds and Components in the Workplace	39
Unit 6: Installing Pre-Formed Weathering Flashings to Roofs in the Workplace	49
Unit 7: Installing Double-Lap Artificial Roof Slates in the Workplace	59
Unit 8: Installing Regular Sized Natural Roof Slates to Advanced Roof Details in the Workplace	69
Unit 9: Installing Random Roof Slates to Diminishing Margins in the Workplace	79
Unit 10: Stripping and Reclaiming Pitched Roof Coverings in the Workplace	89

Unit 11: Installing Single-Lap Roof Coverings to a Variable Gauge in the Workplace	99
Unit 12: Installing Plain Tile Roof Coverings in the Workplace	109
Unit 13: Producing External Solid Render Finishes in the Workplace	119
Unit 14: Installing Components for Warm and Cold Roof Construction in the Workplace	127
Unit 15: Installing Single-Lap Roof Coverings to a Fixed Gauge in the Workplace	137
Unit 16: Installing Wood Shingle Roof Coverings in the Workplace	147
Unit 17: Installing Double-Lap Concrete Roof Slates in the Workplace	157
Unit 18: Installing Double-Lap Artificial Roof Slates (Diamond Pattern) in the Workplace	167
Unit 19: Installing Plain Roof Tiles to Complex and Non-Standard Roof Formations in the Workplace	175
Unit 20: Fabricating and Installing Weathering Leadwork to Roofs in the Workplace	185
Unit 21: Installing Natural Roof Slates to Complex and Non-Standard Roof Formations in the Workplace	195
<b>Further information</b>	<b>205</b>
<b>Useful publications</b>	<b>205</b>
How to obtain National Occupational Standards	205
<b>Professional development and training</b>	<b>206</b>
<b>Annexe A: Progression pathways</b>	<b>207</b>
The Edexcel qualification framework for the construction and built environment sector	207
<b>Annexe B: Quality assurance</b>	<b>209</b>
Key principles of quality assurance	209
Quality assurance processes	209
<b>Annexe C: Registration and certification</b>	<b>211</b>
Registration	211
What are the access arrangements and special considerations for the qualifications in this specification?	211
Certification	211
<b>Annexe D: Assessment requirements/strategy</b>	<b>213</b>

## Qualification title covered by this specification

---

This specification provides the information you need to offer the Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF):

<b>Qualification title</b>	<b>Qualification Number (QN)</b>	<b>Accreditation start date</b>
Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF)	600/9371/7	21/05/2013

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:

<b>Qualification title</b>	<b>Qualification Accreditation Number (QN)</b>	<b>Accreditation start date</b>
Edexcel Level 2 NVQ in Roofing Occupations (Construction) (QCF)	600/4264/3	13/12/2011

# Key features of the Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF)

---

This qualification:

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

The Pearson Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF) has been approved as a component for the Advanced 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?

- Roofer
- Thatcher.

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

This qualification allows learners to demonstrate competence in roofing 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 Interior Systems (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 3 NVQ Diploma in Roofing Occupations – Roof Slater**

To achieve this qualification, learners must complete a minimum of 149 credits, including 31 credits from the mandatory units in Group M.

Learners must also complete 118 credits from Group A.

Learners may choose to complete additional credits from the additional units in Group C; however these credits will not count towards the minimum credit required for the qualification.

## **Pathway 2 – Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations – Roof Slater and Tiler**

To achieve this qualification, learners must complete a minimum of 181 credits, including 31 credits from the mandatory units in Group M.

Learners must also complete 150 credits from Group B.

Learners may choose to complete additional credits from the additional units in Group C; however these credits will not count towards the minimum credit required for the qualification.

## Qualification Structure

<b>Pearson Edexcel Level 3 NVQ Diploma in Roofing Occupations (Construction) (QCF)</b>					
<b>Group M – Mandatory units for <u>all</u> pathways (credit value 31)</b>					
<b>Unit No.</b>	<b>Unit reference number</b>	<b>M - Mandatory units</b>	<b>Credit</b>	<b>Level</b>	<b>GLH</b>
1	A/503/2772	Confirming Work Activities and Resources for an Occupational Area in the Workplace	10	3	33
2	M/503/2915	Developing and Maintaining Good Occupational Working Relationships in the Workplace	8	5	27
3	R/503/2924	Confirming the Occupational Method of Work in the Workplace	11	3	27
4	A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	2	1	7

## Pathways

<b>Group A – Mandatory units – Roof Slater (credit value 118)</b>					
<b>Unit No.</b>	<b>Unit reference number</b>	<b>A – Mandatory units</b>	<b>Credit</b>	<b>Level</b>	<b>GLH</b>
5	D/600/8054	Installing Roofing Backgrounds and Components in the Workplace	10	2	33
6	J/600/8064	Installing Pre-Formed Weathering Flashings to Roofs in the Workplace	10	2	33
7	T/600/8321	Installing Double-Lap Artificial Roof Slates in the Workplace	11	2	37
8	L/600/8325	Installing Regular Sized Natural Roof Slate to Advanced Roof details in the Workplace	36	3	120
9	L/600/8406	Installing Random Roof Slates to Diminishing Margins in the Workplace	36	3	120
10	R/600/8410	Stripping and Reclaiming Pitched Roof Coverings in the Workplace	15	2	50

<b>Group B – Mandatory units – Roof Slater and Tiler (credit value 150)</b>					
<b>Unit No.</b>	<b>Unit reference number</b>	<b>B – Mandatory units</b>	<b>Credit</b>	<b>Level</b>	<b>GLH</b>
5	D/600/8054	Installing Roofing Backgrounds and Components in the Workplace	10	2	33
6	J/600/8064	Installing Pre-Formed Weathering Flashings to Roofs in the Workplace	10	2	33
11	H/600/8170	Installing Single-Lap Roof Coverings to a Variable Gauge in the Workplace	14	2	47
12	H/600/8315	Installing Plain Tile Roof Coverings in the Workplace	18	2	60
7	T/600/8321	Installing Double-Lap Artificial Roof Slates in the Workplace	11	2	37
8	L/600/8325	Installing Regular Sized Natural Roof Slate to Advanced Roof details in the Workplace	36	3	120
9	L/600/8406	Installing Random Roof Slates to Diminishing Margins in the Workplace	36	3	120
10	R/600/8410	Stripping and Reclaiming Pitched Roof Coverings in the Workplace	15	2	50

### **Additional Units**

<b>Group C – Additional Units</b> Learners may choose to complete additional credit from the additional units in Group C; however these credits will not count towards the minimum credit required for the qualification.					
<b>Unit No.</b>	<b>Unit reference number</b>	<b>Unit Title</b>	<b>Credit</b>	<b>Level</b>	<b>GLH</b>
13	D/600/7695	Producing External Solid Render Finishes in the Workplace	22	2	73
14	M/503/9914	Installing Components for Warm and Cold Roof Construction in the Workplace	10	2	33
15	F/600/8466	Installing Single-Lap Roof Coverings to a Fixed Gauge in the Workplace	11	2	37
16	L/600/8468	Installing Wood Shingle Roof Coverings in the Workplace	13	2	43

**Group C – Additional Units** Learners may choose to complete additional credit from the additional units in Group C; however these credits will not count towards the minimum credit required for the qualification.

<b>Unit No.</b>	<b>Unit reference number</b>	<b>Unit Title</b>	<b>Credit</b>	<b>Level</b>	<b>GLH</b>
17	J/600/8470	Installing Double-Lap Concrete Roof Slates in the Workplace	10	2	33
18	R/600/8472	Installing Double-Lap Artificial Roof Slates (Diamond Pattern) in the Workplace	11	2	37
19	Y/600/8473	Installing Plain Roof Tiles to Complex and Non-Standard Roof Formations in the Workplace	36	3	120
20	D/600/8474	Fabricating and Installing Weathering Leadwork to Roofs in the Workplace	17	3	57
21	K/600/8476	Installing Natural Roof Slates to Complex and Non-Standard Roof Formations in the Workplace	36	3	120

## 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:

<b>Valid</b>	relevant to the standards for which competence is claimed
<b>Authentic</b>	produced by the learner
<b>Current</b>	sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim
<b>Reliable</b>	indicates that the learner can consistently perform at this level
<b>Sufficient</b>	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](http://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.

<b>Unit title:</b>					The unit title is accredited on the QCF and this form of words will appear on the learner's Notification of Performance (NOP).
<b>Unit code:</b>					This is the unit owner's reference number for the specified unit.
<b>Unit reference number:</b>					This code is a unique reference number for the unit.
<b>QCF level:</b>					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.
<b>Credit value:</b>					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.
<b>Guided learning hours:</b>					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.
<b>Unit summary:</b>					This provides a summary of the purpose of the unit.
<b>Assessment requirements/evidence requirements:</b>					The assessment/evidence requirements are determined by the SSC. Learners must provide evidence for each of the requirements stated in this section.
<b>Assessment methodology:</b>					This provides a summary of the assessment methodology to be used for the unit.
<b>Learning outcomes:</b>	<b>Assessment criteria:</b>	<b>Evidence type:</b>	<b>Portfolio reference:</b>	<b>Date:</b>	
			The learner should use this box to indicate where the evidence can be obtained eg portfolio page number.	The learner should give the date when the evidence has been provided.	
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: Confirming Work Activities and Resources for an Occupational Work Area in the Workplace**

**Unit reference number:** A/503/2772

**QCF level:** 3

**Credit value:** 10

**Guided learning hours:** 33

---

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in confirming work activities and resources for an occupational work area 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 make 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 Identify work activities, assess required resources and plan the sequence of work.</p>	<p>1.1 Identify work activities, assess required resources and plan the sequence of work.</p> <p>1.2 Identify work activities and formulate a plan for their own sequence of work.</p> <p>1.3 Explain the types of work relative to the occupational area and how to identify different work activities.</p> <p>1.4 Explain methods of assessing the resources needed from a range of available information.</p> <p>1.5 Explain the required information and the different methods used to prepare a work programme relative to the occupational area.</p>			
<p>2 Obtain clarification and advice where the resources required are not available.</p>	<p>2.1 Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.</p> <p>2.2 Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Evaluate the work activities and the requirements of any significant external factors against the project requirements.</p>	<p>3.1 Assess progress of work against project requirements, taking into account external factors relating to:</p> <ul style="list-style-type: none"> <li>– other occupations and /or customers</li> <li>– resources</li> <li>– weather conditions</li> <li>– health and safety requirements</li> </ul> <p>3.2 Explain different methods of evaluating work activities against the following project requirements:</p> <ul style="list-style-type: none"> <li>– contract conditions</li> <li>– contract programme</li> <li>– health and safety requirements of operatives.</li> </ul> <p>3.3 Evaluate the requirements of significant external factors that could affect the progress of work, in relation to:</p> <ul style="list-style-type: none"> <li>– other related programmes</li> <li>– special working conditions</li> <li>– weather conditions</li> <li>– other occupations/people</li> <li>– resources</li> <li>– health and safety requirements.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>4 Identify work activities which influence each other and make the best use of the resources available.</p>	<p>4.1 Determine work activities that have an influence on each other.</p> <p>4.2 Evaluate which work activities make the best use of available resources in relation to:</p> <ul style="list-style-type: none"> <li>– occupations and/or customers associated with the work.</li> <li>– tools, plant and/or ancillary equipment materials and components.</li> </ul> <p>4.3 Explain different methods and sources that can identify which work activities influence each other.</p> <p>4.4 Describe how to determine the sequence of work activities and how long each work activity will take.</p> <p>4.5 Describe what zero and low carbon requirements are.</p> <p>4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1 Evaluate project progress against the work programme to identify any changed circumstances. 5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme. 5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements. 5.4 Explain how to assess contractual/work effects resulting from alterations to the work programme. 5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 2: Developing and Maintaining Good Occupational Working Relationships in the Workplace**

**Unit reference number:** M/503/2915

**QCF level:** 5

**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 developing and maintaining good occupational working relationships 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 make 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 Develop, maintain and encourage working relationships to promote good will and trust.</p>	<p>1.1 Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.</p> <p>1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.</p> <p>1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.</p> <p>1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.</p>	<p>2.1 Communicate on the following work activity information to relevant people following organisational procedures:</p> <ul style="list-style-type: none"> <li>– appropriate timescales</li> <li>– health and safety requirements</li> <li>– co-ordination of work procedures.</li> </ul> <p>2.2 Explain the different methods and techniques used to inform relevant people about work activities.</p> <p>2.3 Explain the effects of not informing relevant people with the expected level of urgency.</p> <p>2.4 Explain the different types of work activity related information and to what level of detail the following people would expect to receive:</p> <ul style="list-style-type: none"> <li>– colleagues</li> <li>– employers</li> <li>– customers</li> <li>– contractors</li> <li>– suppliers of products and services</li> <li>– other people affected by the work/project.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.</p>	<p>3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.</p> <p>3.2 Explain the techniques of encouraging questions and/or requests for clarification and comments.</p> <p>3.3 Explain the different ways of offering advice and help to different people about work activities, in relation to:</p> <ul style="list-style-type: none"> <li>– progress</li> <li>– results</li> <li>– achievements</li> <li>– occupational problems</li> <li>– occupational opportunities</li> <li>– health and safety requirements</li> <li>– co-ordinated work.</li> </ul>			
<p>4 Clarify proposals with relevant people and discuss alternative suggestions.</p>	<p>4.1 Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.</p> <p>4.2 Explain the methods of clarifying alternative proposals with relevant people.</p> <p>4.3 Explain the methods of suggesting alternative proposals.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work. 5.2 Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 3: Confirming the Occupational Method of Work in the Workplace**

**Unit reference number:** R/503/2924

**QCF level:** 3

**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 confirming the occupational method of work 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 NVO 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 make 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 Assess available project data accurately to determine the occupational method of work.</p>	<p>1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.</p> <p>1.2 Explain how to summarise the following project data:</p> <ul style="list-style-type: none"> <li>- required quantities</li> <li>- specifications</li> <li>- detailed drawings</li> <li>- health and safety requirements</li> <li>- timescales</li> <li>- scope of works.</li> </ul> <p>1.3 Explain the different methods of assessing available project data.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>1.4 Explain how to use project data to interpret the work method, In relation to:</p> <ul style="list-style-type: none"> <li>– standard work procedures</li> <li>– sequence of work</li> <li>– organisation of resources (people, equipment, materials)</li> <li>– work techniques</li> <li>– working conditions (health, safety and welfare)</li> <li>– risk assessment.</li> </ul>			
<p>2 Obtain additional information from alternative sources in cases where the available project data is insufficient.</p>	<p>2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.</p> <p>2.2 Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:</p> <ul style="list-style-type: none"> <li>– customers or representatives</li> <li>– suppliers</li> <li>– regulatory authorities</li> <li>– manufacturer’s literature.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.</p>	<p>3.1 Examine potential work methods to carry out the occupational work activity.</p> <p>3.2 Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.</p> <p>3.3 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:</p> <ul style="list-style-type: none"> <li>– health and safety welfare (principles of protection)</li> <li>– fire protection</li> <li>– access and egress</li> <li>– equipment availability</li> <li>– availability of competent workforce</li> <li>– pollution risk</li> <li>– waste and disposal</li> <li>– zero and low carbon outcomes</li> <li>– weather conditions.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:</p> <ul style="list-style-type: none"> <li>– conforming to statutory requirements</li> <li>– customer and user needs</li> <li>– contract requirements in terms of time, quantity and quality</li> <li>– environmental considerations.</li> </ul> <p>3.5 Explain how different methods of work can achieve zero/low carbon outcomes.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
4 Confirm and communicate the selected work method to relevant personnel.	4.1 Confirm the selected occupational work method that meets project, statutory and contractual requirements. 4.2 Communicate appropriately to relevant people on the selected occupational work method. 4.3 Describe the different techniques and methods of confirming and communicating work methods to relevant people. 4.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## **Unit 4: 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 health, safety and welfare 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 make 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 Comply with all workplace health, safety and welfare legislation requirements.</p>	<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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul> <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>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<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>			
<p>2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.</p>	<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
<p>3 Comply with organisational policies and procedures to contribute to health, safety and welfare.</p>	<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"> <li>- dealing with accidents and emergencies associated with the work and environment</li> <li>- methods of receiving or sourcing information</li> <li>- reporting</li> <li>- stopping work</li> <li>- evacuation</li> <li>- fire risks and safe exit procedures</li> <li>- consultation and feedback.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<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>			
<p>4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.</p>	<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"> <li>– recognising when to stop work in the face of serious and imminent danger to self and/or others</li> <li>– contributing to discussions and providing feedback</li> <li>– reporting changed circumstances and incidents in the workplace</li> <li>– complying with the environmental requirements of the workplace.</li> </ul> <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.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> <li>– during the working day</li> <li>– on completion of the day's work</li> <li>– for unauthorised personnel (other operatives and the general public)</li> <li>– for theft.</li> </ul> 5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## **Unit 5: Installing Roofing Backgrounds and Components in the Workplace**

**Unit reference number:** D/600/8054

**QCF level:** 2

**Credit value:** 10

**Guided learning hours:** 33

---

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing roofing backgrounds and components 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 roofing backgrounds and components 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 make 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 roofing backgrounds and components.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing roofing backgrounds and components.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing roofing backgrounds and components.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing roofing backgrounds and components.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing roofing backgrounds and components, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install roofing backgrounds and components.</p>	<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"> <li>– underlay, battens, counter-battens, undercloak, verge clips, eave ventilation systems, hip irons, valley liners, sand, cement and additives</li> <li>– hand tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install roofing backgrounds and components.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing roofing backgrounds and components.	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 roofing backgrounds and components.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install roofing backgrounds and components to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing roofing backgrounds and components:</p> <ul style="list-style-type: none"> <li>– measuring, cutting, marking out, fitting, positioning and securing.</li> </ul> <p>7.2 Install roofing backgrounds and components to roofs with verges, hips, ridges, valleys and abutments to contractor's working instructions for:</p> <ul style="list-style-type: none"> <li>– underlay, battens and counter-battens</li> <li>– sand and cement</li> <li>– undercloaks</li> <li>– eaves ventilation systems</li> <li>– fire-stops</li> <li>– ancillary components.</li> </ul>			

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"> <li>– fix underlay, battens and counter-battens</li> <li>– fix undercloak and verge clips</li> <li>– mix sand and cement for roofwork</li> <li>– mix mortar with additives</li> <li>– install valley liners and hip irons</li> <li>– install eaves ventilation systems</li> <li>– form fire-breaks</li> <li>– use hand tools and ancillary equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing roofing backgrounds and components.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing roofing backgrounds and components.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 6: Installing Pre-Formed Weathering Flashings to Roofs in the Workplace**

**Unit reference number:** J/600/8064

**QCF level:** 2

**Credit value:** 10

**Guided learning hours:** 33

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing pre-formed weathering flashings to roofs 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 pre-formed weathering flashings to roofs 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 make 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 pre-formed weathering flashings to roofs.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when installing pre-formed weathering flashings to roofs.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, 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
<p>3 Maintain safe working practices when installing pre-formed weathering flashings to roofs.</p>	<p>3.1 Use personal protective equipment (PPE) (with emphasis on lead work) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing pre-formed weathering flashings to roofs.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing pre-formed weathering flashings to roofs, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install pre-formed weathering flashings to roofs.</p>	<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"> <li>– pre-formed lead flashings, proprietary flashings</li> <li>– patination oils</li> <li>– pointing materials</li> <li>– hand tools and ancillary equipment.</li> </ul> <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 and length associated with the method/procedure to install pre-formed weathering flashings to roofs.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Minimise the risk of damage to the work and surrounding area when installing pre-formed weathering flashings to roofs.</p>	<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>			
<p>6 Complete the work within the allocated time when installing pre-formed weathering flashings to roofs.</p>	<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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install pre-formed weathering flashings to roofs to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing pre-formed weathering flashings to roofs:</p> <ul style="list-style-type: none"> <li>- fitting, positioning, securing, dressing, pointing and finishing.</li> </ul> <p>7.2 Install pre-formed lead and/or proprietary valleys and flashings to single- and double-lap roof coverings, to contractor's working instructions, for:</p> <ul style="list-style-type: none"> <li>- chimneys</li> <li>- abutments</li> <li>- soil and/or vent pipes</li> <li>- junction saddles</li> <li>- valleys</li> <li>- openings.</li> </ul>			

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"> <li>– cut, fit and place lead soakers</li> <li>– install pre-formed step flashings</li> <li>– install valley liners and saddles</li> <li>– install pre-formed lead aprons, back gutters and pipe flashings</li> <li>– install flashings to openings</li> <li>– dress flashings</li> <li>– work with lead and other hazardous materials</li> <li>– install proprietary flashings and weatherings</li> <li>– use hand tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing pre-formed weathering flashings to roofs.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing pre-formed weathering flashings to roofs.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## Unit 7: Installing Double-Lap Artificial Roof Slates in the Workplace

Unit reference number: T/600/8321

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 installing double-lap artificial roof slates 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 double-lap artificial roof slates installing double-lap artificial roof slates to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

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

- new materials
- reclaimed materials.

## Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 double-lap artificial roof slates.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing double-lap artificial roof slates.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing double-lap artificial roof slates.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing double-lap artificial roof slates.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap artificial roof slates, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install double-lap artificial roof slates.</p>	<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"> <li>– double-lap artificial slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems, bonding agents</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install double-lap artificial roof slates.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing double-lap artificial roof slates.	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 double-lap artificial roof slates.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install double-lap artificial roof slates to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing double-lap artificial roof slates:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, double-lap artificial slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:</p> <ul style="list-style-type: none"> <li>– verges and ridges</li> <li>– hips</li> <li>– valleys</li> <li>– eaves and tops course</li> <li>– abutments</li> <li>– openings</li> <li>– dry and/or sand and cement wet finishing details</li> <li>– vertical surfaces.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– install undereaves, eaves and tops course</li> <li>– set out battens, slates and components</li> <li>– install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– unobtrusively include reclaimed materials</li> <li>– apply bonding agents</li> <li>– form dry and/or wet fix finishing details</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing double-lap artificial roof slates.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing double-lap artificial roof slates.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 8: Installing Regular Sized Natural Roof Slates to Advanced Roof Details in the Workplace**

**Unit reference number:** L/600/8325

**QCF level:** 3

**Credit value:** 36

**Guided learning hours:** 120

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing regular sized natural roof slates to advanced roof details 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 regular sized natural roof slate to advanced roof details to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following items from assessment criteria 7.2:

- vertical surfaces.

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

- new materials
- reclaimed materials.

## Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 regular sized natural roof slate to advanced roof details.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing regular sized natural roof slate to advanced roof details.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing regular sized natural roof slate to advanced roof details.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing regular sized natural roof slate to advanced roof details.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing regular sized natural roof slate to advanced roof details, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install regular sized natural roof slate to advanced roof details.</p>	<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"> <li>– regular sized natural slates, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install regular sized natural roof slate to advanced roof details.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing regular sized natural roof slate to advanced roof details.	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 regular sized natural roof slate to advanced roof details.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install regular sized natural roof slate to advanced roof details to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing regular sized natural roof slate to advanced roof details:</p> <ul style="list-style-type: none"> <li>- measuring, setting out, marking out, grading, sizing and holing, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, regular sized natural roof slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:</p> <ul style="list-style-type: none"> <li>- verges and ridges</li> <li>- mitred hips</li> <li>- mitred valleys</li> <li>- eaves and tops course</li> <li>- abutments</li> <li>- openings</li> <li>- dry and/or sand and cement wet finishing details</li> <li>- vertical surfaces.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out for battens, slates and components</li> <li>– determine lap details for imperial and metric slates</li> <li>– hole, grade and cut</li> <li>– install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas</li> <li>– form mitred hips and mitred valleys</li> <li>– install slates to vertical surfaces</li> <li>– unobtrusively include reclaimed materials</li> <li>– form dry and/or wet fix finishing details</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.5 State the needs of other occupations and how to communicate within a team when installing regular sized natural roof slate to advanced roof details.  7.6 Describe how to maintain the tools and equipment used when installing regular sized natural roof slate to advanced roof details.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 9: Installing Random Roof Slates to Diminishing Margins in the Workplace**

**Unit reference number:** L/600/8406

**QCF level:** 3

**Credit value:** 36

**Guided learning hours:** 120

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing random roof slates to diminishing margins 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 random roof slates to diminishing margins 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:

- head-nailed
- centre-nailed.

Plus against one of the following:

- new materials
- reclaimed materials.

## Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 random roof slates to diminishing margins.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing random roof slates to diminishing margins.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing random roof slates to diminishing margins.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing random roof slates to diminishing margins.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing random roof slates to diminishing margins, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install random roof slates to diminishing margins.</p>	<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"> <li>- random sized natural slates, fixings, soakers, ridge and hip tiles, battens, boards, mortar, ventilation systems</li> <li>- sand, cement and additives</li> <li>- hand and/or powered tools and ancillary equipment.</li> </ul> <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 Explain how to calculate quantity, length and area associated with the method/procedure to install random roof slates to diminishing margins.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing random roof slates to diminishing margins.	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 random roof slates to diminishing margins.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install random roof slates to diminishing margins to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing random roof slates to diminishing margins:</p> <ul style="list-style-type: none"> <li>– measuring, grading, sizing and holing, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, random sized natural slates (head- or centre-nailed) and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with</p> <ul style="list-style-type: none"> <li>– verges and ridges</li> <li>– hips</li> <li>– valleys</li> <li>– eaves and tops course</li> <li>– abutments</li> <li>– openings</li> <li>– dry and/or sand and cement wet finishing details.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out for battens and/or to boards, natural random slates and components</li> <li>– hole, size and cut</li> <li>– install slates (head- or centre-nailed), fittings and components to eaves and tops course, verges, ridge, hips, valleys, openings, abutments and general areas</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– unobtrusively include reclaimed materials</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing random roof slates to diminishing margins.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.6 Describe how to maintain the tools and equipment used when installing random roof slates to diminishing margins.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 10: Stripping and Reclaiming Pitched Roof Coverings in the Workplace**

**Unit reference number:** R/600/8410

**QCF level:** 2

**Credit value:** 15

**Guided learning hours:** 50

---

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in stripping and reclaiming pitched roof coverings 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 stripping and reclaiming pitched roof coverings 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:

- remove and reclaim
- remove and dispose.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 stripping and reclaiming pitched roof coverings.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information and regulations governing buildings.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when stripping and reclaiming pitched roof coverings.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when stripping and reclaiming pitched roof coverings.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity and/or handle asbestos materials and/or ancillary products in accordance with legislation and organisational requirements when stripping and reclaiming pitched roof coverings.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to stripping and reclaiming pitched roof coverings, 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
<p>4 Select the required quantity and quality of resources for the methods of work to strip and reclaim pitched roof coverings.</p>	<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"> <li>– hand tools and ancillary equipment.</li> </ul> <p>4.2 Select resources associated with own work in relation to 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 associated with the method/procedure to strip and reclaim pitched roof coverings.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when stripping and reclaiming pitched roof coverings.	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. 5.6 Consult with clients regarding the protection of property and grounds.			
6 Complete the work within the allocated time when stripping and reclaiming pitched roof coverings.	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"> <li>– types of progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to strip and reclaim pitched roof coverings to the required specification.</p>	<p>7.1 Demonstrate the following work skills when stripping and reclaiming pitched roof coverings:</p> <ul style="list-style-type: none"> <li>– removing, reclaiming, de-nailing and cleaning.</li> </ul> <p>7.2 Remove, reclaim and/or dispose of materials from standard and/or non-standard/complex roof formations to contractor's working instructions:</p> <ul style="list-style-type: none"> <li>– weatherings</li> <li>– ancillary components</li> </ul> <p>Plus any two from the following:</p> <ul style="list-style-type: none"> <li>– natural slates</li> <li>– plain tiles</li> <li>– single-lap tiles (variable gauge)</li> <li>– single-lap tiles (fixed gauge)</li> <li>– stone slates</li> <li>– concrete slates</li> <li>– double-lap artificial slates (fibre/asbestos cement)</li> <li>– single-lap artificial slates</li> <li>– shingles.</li> </ul> <p>7.3 Prepare surface and materials in accordance with contractor's working instructions ready for re-roofing.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.4 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"> <li>– remove existing roof coverings</li> <li>– reclaim reusable tiles and natural slates, shingles, stone and weathering appropriate to the covering</li> <li>– assess the suitability of materials to be reclaimed</li> <li>– determine sizes of imperial and metric slates</li> <li>– handle asbestos and/or ancillary materials</li> <li>– stack/store materials for reuse</li> <li>– use hand tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.5 Safely use and store reclaimed materials, hand tools and ancillary equipment.</p> <p>7.6 State the needs of other occupations and how to communicate within a team when stripping and reclaiming pitched roof coverings.</p> <p>7.7 Describe how to maintain the tools and equipment used when stripping and reclaiming pitched roof coverings.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 11: Installing Single-Lap Roof Coverings to a Variable Gauge in the Workplace**

**Unit reference number:** H/600/8170

**QCF level:** 2

**Credit value:** 14

**Guided learning hours:** 47

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing single-lap roof coverings to a variable gauge 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 Construction Skills 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 single-lap roof coverings to a variable gauge 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:

- single-lap roof tiles
- single-lap artificial slates.

Plus at least one of the following:

- new materials
- reclaimed materials.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 single-lap roof coverings to a variable gauge.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing single-lap roof coverings to a variable gauge.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing single-lap roof coverings to a variable gauge.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing single-lap roof coverings to a variable gauge.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing single-lap roof coverings to a variable gauge, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a variable gauge.</p>	<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"> <li>– single-lap tiles, single-lap artificial slates, battens, fittings, fixings, ridge and hip tiles, dry fix systems, mortar, ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install single-lap roof coverings to a variable gauge.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing single-lap roof coverings to a variable gauge.	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 single-lap roof coverings to a variable gauge.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install single-lap roof coverings to a variable gauge to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing single-lap roof coverings to a variable gauge:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, single-lap roof tiles and/or single-lap artificial slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:</p> <ul style="list-style-type: none"> <li>– valleys</li> <li>– eaves</li> <li>– abutments</li> <li>– openings</li> <li>– sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out battens, tiles, artificial single-lap slates and components</li> <li>– install tiles, artificial slates, components to eaves, verges, ridge, hips, valleys, openings, abutments and general areas</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– unobtrusively include reclaimed materials</li> <li>– form dry and/or wet fix finishing details</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing single-lap roof coverings to a variable gauge.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing single-lap roof coverings to a variable gauge.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## Unit 12: Installing Plain Tile Roof Coverings in the Workplace

Unit reference number: H/600/8315

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 installing plain tile roof coverings 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 plain tile roof coverings to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

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

- new materials
- reclaimed materials.

## Assessment methodology

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 plain tile roof coverings.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing plain tile roof coverings.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing plain tile roof coverings.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing plain tile roof coverings.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing plain tile roof coverings, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install plain tile roof coverings.</p>	<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"> <li>– plain tiles, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install plain tile roof coverings.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing plain tile roof coverings.	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 plain tile roof coverings.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install plain tile roof coverings to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing plain tile roof coverings:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, plain roof tiles and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:</p> <ul style="list-style-type: none"> <li>– valleys</li> <li>– eaves and tops course</li> <li>– abutments</li> <li>– openings</li> <li>– sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips</li> <li>– vertical surfaces.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out for battens, tiles and components</li> <li>– install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– unobtrusively include reclaimed materials</li> <li>– form dry and/or wet fix finishing details</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing plain tile roof coverings.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing plain tile roof coverings.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 13: Producing External Solid Render Finishes in the Workplace**

**Unit reference number:** D/600/7695

**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 producing external solid render finishes 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 producing external solid render finishes to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- installation of expanded metal lath (EML).

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 producing external solid render finishes.</p>	<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 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"> <li>– drawings, specifications, schedules, manufacturers' information and regulations governing buildings.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when producing external solid render finishes.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– 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.</li> </ul> <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>			
<p>3 Maintain safe working practices when producing external solid render finishes.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when producing external solid render finishes.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to producing external solid render finishes, 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
<p>4 Select the required quantity and quality of resources for the methods of work to produce external solid render finishes.</p>	<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"> <li>– renders, sands, limes, cement and additives</li> <li>– bellcasts and beads</li> <li>– expanded metal lath (EML)</li> <li>– hand and/or powered tools and equipment.</li> </ul> <p>4.2 Select resources associated with own work in relation to materials, 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 produce external solid render finishes.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Minimise the risk of damage to the work and surrounding area when producing external solid render finishes.</p>	<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>			
<p>6 Complete the work within the allocated time when producing external solid render finishes.</p>	<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"> <li>– types of progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to produce external solid render finishes to the required specification.</p>	<p>7.1 Demonstrate the following work skills when</p> <ul style="list-style-type: none"> <li>– measuring, marking out, mixing, applying and finishing.</li> </ul> <p>7.2 Prepare materials and apply render to external backgrounds to contractor’s working instructions for:</p> <ul style="list-style-type: none"> <li>– brick and/or block and/or concrete surfaces</li> <li>– bellcasts</li> <li>– internal and external angles</li> <li>– reveals</li> <li>– walls</li> <li>– installation of expanded metal lath (EML).</li> </ul> <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"> <li>– prepare backgrounds</li> <li>– apply and finish multiple coat render to external walls</li> <li>– form internal and external angles, reveals, expansion joints and bellcasts</li> <li>– position and secure expanded metal lath (EML)</li> <li>– mix rendering</li> <li>– work at height</li> <li>– use hand tools, power tools and equipment.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.4 Safely use and store hand tools, portable power tools and ancillary equipment. 7.5 State the needs of other occupations and how to communicate within a team when producing external solid render finishes. 7.6 Describe how to maintain the tools and equipment used when producing external solid render finishes.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## **Unit 14: Installing Components for Warm and Cold Roof Construction in the Workplace**

**Unit reference number:** M/503/9914

**QCF level:** 2

**Credit value:** 10

**Guided learning hours:** 33

---

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing components for warm and cold roof construction 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 make 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 components for warm and cold roof construction.</p>	<p>1.1 Interpret and extract relevant information from contractor's working instructions.</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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when installing components for warm and cold roof construction.	2.1 Describe their responsibilities regarding potential accidents and health hazards: <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.           2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Maintain safe and healthy working practices when installing components for warm and cold roof construction.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with current legislation and organisational requirements when installing components for warm and cold roof construction.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing components for warm and cold roof construction, and the types, purpose and limitations of each type.</p> <p>3.3 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>4 Select the required quantity and quality of resources for the methods of work to install components for warm and cold roof construction.</p>	<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"> <li>– underlays, battens, counter-battens, quilt and rigid insulation, ventilation systems, timber and batten stops</li> <li>– hand tools and ancillary equipment.</li> </ul> <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 methods of work.</p> <p>4.6 Describe how to calculate quantity, length and area associated with the method/procedure to install components for warm and cold roof construction.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Minimise the risk of damage to the work and surrounding area when installing components for warm and cold roof construction.</p>	<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 current 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>			
<p>6 Complete the work within the allocated time when installing components for warm and cold roof construction.</p>	<p>6.1 Demonstrate completion of the work within the allocated time.</p> <p>6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install components for warm and cold roof construction to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing components for warm and cold roof construction:</p> <ul style="list-style-type: none"> <li>– measuring, cutting, marking out, fitting, positioning and securing.</li> </ul> <p>7.2 Install warm and cold roof components to roofs with ridges, verges, hips and valleys and abutments to given working instructions for the following:</p> <ul style="list-style-type: none"> <li>– underlay, battens and counter-battens</li> <li>– ventilation systems</li> <li>– rafter level insulation</li> <li>– ceiling level insulation</li> <li>– access hatch insulation</li> <li>– batten stops</li> <li>– supporting timbers (valleys, hips, ridges, abutments and openings)</li> <li>– ancillary components.</li> </ul> <p>7.3 Safely use hand tools, power tools and ancillary equipment.</p> <p>7.4 Safely store the tools and equipment used when installing components for warm and cold roof construction.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> <li>– fix underlay to roof design, battens and counter-battens</li> <li>– install ventilation systems</li> <li>– install rafter level insulation</li> <li>– install ceiling level insulation</li> <li>– install access hatch insulation</li> <li>– remove ineffective insulation from roof area</li> <li>– check and maintain adequate ventilation</li> <li>– install batten stops</li> <li>– install supporting timber at hips, valleys, ridges, abutments and openings</li> <li>– install vapour control layers</li> <li>– use hand tools and ancillary equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing components for warm and cold roof construction.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.7 Describe how to maintain the tools and equipment used when installing components for warm and cold roof construction.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## Unit 15: Installing Single-Lap Roof Coverings to a Fixed Gauge in the Workplace

Unit reference number: F/600/8466

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 installing single-lap roof coverings to a fixed gauge 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 single-lap roof coverings to a fixed gauge 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:

- new materials
- reclaimed materials.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 single-lap roof coverings to a fixed gauge.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, oral/written procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing single-lap roof coverings to a fixed gauge.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing single-lap roof coverings to a fixed gauge.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing single-lap roof coverings to a fixed gauge.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing single-lap roof coverings to a fixed gauge, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a fixed gauge.</p>	<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"> <li>– single-lap fixed gauge tiles, fittings, fixings, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install single-lap roof coverings to a fixed gauge.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing single-lap roof coverings to a fixed gauge.	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 single-lap roof coverings to a fixed gauge.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install single-lap roof coverings to a fixed gauge to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing single-lap roof coverings to a fixed gauge:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, single-lap fixed gauge roof tiles and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:</p> <ul style="list-style-type: none"> <li>– verges and ridges</li> <li>– hips</li> <li>– valleys</li> <li>– eaves and tops course</li> <li>– abutments</li> <li>– openings</li> <li>– dry and/or sand and cement wet finishing details.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out battens, tiles and components</li> <li>– install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, and general areas</li> <li>– unobtrusively include reclaimed materials</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– form dry and/or wet fix finishing details</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing single-lap roof coverings to a fixed gauge.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing single-lap roof coverings to a fixed gauge.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## Unit 16: Installing Wood Shingle Roof Coverings in the Workplace

Unit reference number: L/600/8468

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 wood shingle roof coverings 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 wood shingle roof coverings to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 wood shingle roof coverings.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing wood shingle roof coverings.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing wood shingle roof coverings.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing wood shingle roof coverings.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing wood shingle roof coverings, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install wood shingle roof coverings.</p>	<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"> <li>– wood shingles, pre-formed hip and ridge units, vents, battens, fixings and ancillary items</li> <li>– hand tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install wood shingle roof coverings.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing wood shingle roof coverings.	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 wood shingle roof coverings.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install wood shingle roof coverings to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing wood shingle roof coverings:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, wood shingles and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with:</p> <ul style="list-style-type: none"> <li>– verges</li> <li>– ridges</li> <li>– hips</li> <li>– valleys</li> <li>– eaves</li> <li>– abutments</li> <li>– openings</li> <li>– vertical surfaces.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out battens</li> <li>– install wood shingles to eaves, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas</li> <li>– install pre-formed ridge/hip units</li> <li>– use hand tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing wood shingle roof coverings.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing wood shingle roof coverings.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## Unit 17: Installing Double-Lap Concrete Roof Slates in the Workplace

Unit reference number: J/600/8470

QCF level: 2

Credit value: 10

Guided learning hours: 33

---

### Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing double-lap concrete roof slates 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 double-lap concrete roof slates 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 make 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 double-lap concrete roof slates.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing double-lap concrete roof slates.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing double-lap concrete roof slates.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing double-lap concrete roof slates.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap concrete roof slates, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install double-lap concrete roof slates.</p>	<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"> <li>– concrete slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install double-lap concrete roof slates.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing double-lap concrete roof slates.	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 double-lap concrete roof slates.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install double-lap concrete roof slates to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing double-lap concrete roof slates:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, double-lap concrete roof slates and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with:</p> <ul style="list-style-type: none"> <li>– verges and ridges</li> <li>– hips</li> <li>– valleys</li> <li>– eaves and tops course</li> <li>– abutments</li> <li>– openings</li> <li>– dry and/or sand and cement wet finishing details.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out battens for regular and/or diminishing courses for slates and components</li> <li>– install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas</li> <li>– form dry and/or wet fix finishing details</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing double-lap concrete roof slates.</p> <p>7.6 Describe how to maintain the tools and equipment used when installing double-lap concrete roof slates.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 18: Installing Double-Lap Artificial Roof Slates (Diamond Pattern) in the Workplace**

**Unit reference number:** R/600/8472

**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 installing double-lap artificial roof slates (diamond pattern) 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 except for the following items from assessment criteria 7.2:

- vertical surfaces.

### **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 double-lap artificial roof slates (diamond pattern).</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing double-lap artificial roof slates (diamond pattern).</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when installing double-lap artificial roof slates (diamond pattern).</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing double-lap artificial roof slates (diamond pattern).</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap artificial roof slates (diamond pattern), 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
<p>4 Select the required quantity and quality of resources for the methods of work to install double-lap artificial roof slates (diamond pattern).</p>	<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"> <li>- double-lap artificial slates, battens, fittings, fixings, soakers, ridge and hip tiles, dry fix systems, mortar, ventilation systems, bonding agents</li> <li>- sand, cement and additives</li> <li>- hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install double-lap artificial roof slates (diamond pattern).</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing double-lap artificial roof slates (diamond pattern).	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 double-lap artificial roof slates (diamond pattern).	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install double-lap artificial roof slates (diamond pattern) to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing double-lap artificial roof slates (diamond pattern):</p> <ul style="list-style-type: none"> <li>- measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, double-lap artificial roof slates (diamond pattern) and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with:</p> <ul style="list-style-type: none"> <li>- verges and ridges</li> <li>- hips</li> <li>- valleys</li> <li>- eaves and tops course</li> <li>- abutments</li> <li>- openings</li> <li>- dry and/or sand and cement wet finishing details</li> <li>- vertical surfaces.</li> </ul>			

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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out battens, slates and components</li> <li>– install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas</li> <li>– apply bonding agents</li> <li>– form dry and/or wet fix finishing details</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.4 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.5 State the needs of other occupations and how to communicate within a team when installing double-lap artificial roof slates (diamond pattern).</p> <p>7.6 Describe how to maintain the tools and equipment used when installing double-lap artificial roof slates (diamond pattern).</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## Unit 19: Installing Plain Roof Tiles to Complex and Non-Standard Roof Formations in the Workplace

Unit reference number: Y/600/8473

QCF level: 3

Credit value: 36

Guided learning hours: 120

---

### Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing plain roof tiles to complex and non-standard roof formations 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 plain roof tiles to complex and non-standard roof formations 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:

- New materials
- Reclaimed materials.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 plain roof tiles to complex and non-standard roof formations.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Know how to comply with relevant legislation and official guidance when installing plain roof tiles to complex and non-standard roof formations.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, 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
<p>3 Maintain safe working practices when installing plain roof tiles to complex and non-standard roof formations.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing plain roof tiles to complex and non-standard roof formations.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing plain roof tiles to complex and non-standard roof formations, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install plain roof tiles to complex and non-standard roof formations.</p>	<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"> <li>- plain tiles, battens, pre-boarded roofs, fittings, fixings, soakers, ridge and hip tiles, dry fix systems, mortar and ventilation systems</li> <li>- sand, cement and additives</li> <li>- hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install plain roof tiles to complex and non-standard roof formations.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>5 Minimise the risk of damage to the work and surrounding area when installing plain roof tiles to complex and non-standard roof formations.</p>	<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>			
<p>6 Complete the work within the allocated time when installing plain roof tiles to complex and non-standard roof formations.</p>	<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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install plain roof tiles to complex and non-standard roof formations to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing plain roof tiles to complex and non-standard roof formations:</p> <ul style="list-style-type: none"> <li>– measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, plain tiles and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for two or more of the following (evidence for one of which must come from the workplace):</p> <ul style="list-style-type: none"> <li>– eyebrow dormers</li> <li>– swept valleys</li> <li>– laced valleys</li> <li>– curved vertical</li> <li>– curved pitch (cones, apse ends).</li> </ul> <p>7.3 Use dry and/or sand and cement wet finishing details.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.4 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"> <li>– assess suitability of sub-structure for roofing</li> <li>– set out and fix battens, tiles and related components</li> <li>– fix direct to boarded areas</li> <li>– install tiles and components, including soakers to laced and swept valleys, curved and radial areas and eyebrow dormers</li> <li>– unobtrusively include reclaimed materials</li> <li>– form dry and/or wet fix finishing details</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.5 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.6 State the needs of other occupations and how to communicate within a team when installing plain roof tiles to complex and non-standard roof formations.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.7 Describe how to maintain the tools and equipment used when installing plain roof tiles to complex and non-standard roof formations.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## Unit 20: Fabricating and Installing Weathering Leadwork to Roofs in the Workplace

Unit reference number: D/600/8474

QCF level: 3

Credit value: 17

Guided learning hours: 57

---

### Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in fabricating and installing weathering leadwork to roofs 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 Construction Skills 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 fabricating and installing weathering leadwork to roof to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.

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

- new lead
- existing lead
- proprietary flashings.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 fabricating and installing weathering leadwork to roofs.</p>	<p>1.1 Interpret and extract information from of contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when fabricating and installing weathering leadwork to roofs.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports.</p>			
<p>3 Maintain safe working practices when fabricating and installing weathering leadwork to roofs.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when fabricating and installing weathering leadwork to roof.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to fabricating and installing weathering leadwork to roof, 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
<p>4 Select the required quantity and quality of resources for the methods of work to fabricate and install weathering leadwork to roofs.</p>	<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"> <li>– sheet lead, pre-formed lead flashings, proprietary flashings</li> <li>– patination oils</li> <li>– pointing materials</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and associated with the method/procedure to fabricate and install weathering leadwork to roof.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when fabricating and installing weathering leadwork to roofs.	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 fabricating and installing weathering leadwork to roofs.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to fabricate and install weathering leadwork to roofs to the required specification.</p>	<p>7.1 Demonstrate the following work skills when fabricating and installing weathering leadwork to roof:</p> <ul style="list-style-type: none"> <li>- measuring, marking out, cutting, fitting, positioning, welding, securing, dressing, bossing, pointing and finishing.</li> </ul> <p>7.2 Prepare and install leadwork for roof coverings to contractor's working instructions, using new lead and/or existing lead and/or proprietary flashings for:</p> <ul style="list-style-type: none"> <li>- chimneys</li> <li>- abutments</li> <li>- soil and/or vent pipes</li> <li>- junction saddles</li> <li>- valleys</li> <li>- hips</li> <li>- ridges</li> <li>- openings.</li> </ul> <p>7.3 Fabricate back gutters and aprons and pipe slates by lead welding.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.4 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"> <li>– cut, fit and place lead soakers</li> <li>– cut, form and install step flashings</li> <li>– install valley liners and saddles</li> <li>– form and install lead aprons, back gutters and pipe flashings</li> <li>– lead weld and boss</li> <li>– install lead rolls to hips/ridges</li> <li>– install secret gutters</li> <li>– install proprietary flashings and weatherings</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.5 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.6 State the needs of other occupations and how to communicate within a team when fabricating and installing weathering leadwork to roof.</p> <p>7.7 Describe how to maintain the tools and equipment used when fabricating and installing weathering leadwork to roof.</p>			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*



## **Unit 21: Installing Natural Roof Slates to Complex and Non-Standard Roof Formations in the Workplace**

**Unit reference number:** K/600/8476

**QCF level:** 3

**Credit value:** 36

**Guided learning hours:** 120

### **Unit summary**

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing natural roof slates to complex and non-standard roof formations 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 natural roof slates to complex and non-standard roof formations 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:

- new materials
- reclaimed materials.

## **Assessment methodology**

Evidence of achievement of this unit should be drawn from the workplace, except where ConstructionSkills make 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 natural roof slates to complex and non-standard roof formations.</p>	<p>1.1 Interpret and extract information from contractor's working instructions.</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and 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"> <li>– contractor's working instructions, manufacturers' information, regulations governing buildings, procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>2 Know how to comply with relevant legislation and official guidance when installing natural roof slates to complex and non-standard roof formations.</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>– in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, 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
<p>3 Maintain safe working practices when installing natural roof slates to complex and non-standard roof formations.</p>	<p>3.1 Use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing natural roof slates to complex and non-standard roof formations.</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing natural roof slates to complex and non-standard roof formations, 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
<p>4 Select the required quantity and quality of resources for the methods of work to install natural roof slates to complex and non-standard roof formations.</p>	<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"> <li>– slates, battens, pre-boarded roofs, fittings, fixings, soakers, ridge and hip slates, dry fix systems, mortar and ventilation systems</li> <li>– sand, cement and additives</li> <li>– hand and/or powered tools and ancillary equipment.</li> </ul> <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 and area associated with the method/procedure to install natural roof slates to complex and non-standard roof formations.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing natural roof slates to complex and non-standard roof formations.	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 natural roof slates to complex and non-standard roof formations.	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"> <li>– types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>7 Comply with the given contract information to install natural roof slates to complex and non-standard roof formations to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing natural roof slates to complex and non-standard roof formations:</p> <ul style="list-style-type: none"> <li>- measuring, setting out, marking out, cutting, fitting, mixing, positioning, securing and finishing.</li> </ul> <p>7.2 Install battens, natural slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for two or more of the following (evidence for one of which must come from the workplace):</p> <ul style="list-style-type: none"> <li>- eyebrow dormers</li> <li>- swept valleys</li> <li>- laced valleys</li> <li>- curved vertical</li> <li>- curved pitch (cones, apse ends).</li> </ul> <p>7.3 Use dry and/or sand and cement wet finishing details.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.4 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"> <li>– assess suitability of sub-structure for re-roofing</li> <li>– set out and fix battens, slates and related components</li> <li>– fix direct to boarded areas</li> <li>– install slates and components, including soakers to laced and swept valleys, curved and radial areas and eyebrow dormers</li> <li>– unobtrusively include reclaimed materials</li> <li>– form dry and/or wet fix finishing details</li> <li>– mix sand and cement</li> <li>– mix mortar with additives</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul> <p>7.5 Safely use and store hand tools, power tools and ancillary equipment.</p> <p>7.6 State the needs of other occupations and how to communicate within a team when installing natural roof slates to complex and non-standard roof formations.</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	7.7 Describe how to maintain the tools and equipment used when installing natural roof slates to complex and non-standard roof formations.			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

## Further information

---

Our customer service number is 0844 463 2535.  
Calls may be recorded for quality 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](http://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](http://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](http://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 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 <a href="http://www.edexcel.com">www.edexcel.com</a>
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 <a href="http://www.edexcel.com">www.edexcel.com</a>
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 <a href="http://www.edexcel.com">www.edexcel.com</a>

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 <a href="http://www.edexcel.com">www.edexcel.com</a>
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 <a href="http://www.edexcel.com">www.edexcel.com</a>
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 NVO Qualifications*, available on our website: [www.edexcel.com](http://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 requirements/strategy

---

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

Publications Code N035196 June 2013

For more information on Edexcel and BTEC qualifications please  
visit our website: [www.edexcel.com](http://www.edexcel.com)

Pearson Education Limited. Registered in England and Wales No. 872828  
Registered Office: Edinburgh Gate, Harlow, Essex CM20 2JE. VAT Reg No GB 278 537121