



This version of this unit replaces all previously published versions with effect from January 2012. This unit should be used by all learners registering for qualifications that include it in their structure from this date.

Unit title:	Producing finished stone and stone-based products in the workplace
Unit reference number:	H/503/3396
QCF level:	2
Credit value:	21
Guided learning hours:	70
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in producing finished stone and stone-based products 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 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 recording

This unit is assessed in the workplace. The table on the following pages shows the learning outcomes and the assessment criteria for this unit. The table includes space for learners to enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centres can use their own documentation.

Learning outcomes and assessment criteria

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
1	Interpret the given information relating to the work and resources needed when producing finished stone and stone-based products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, cutting lists, job cards and risk assessments.			
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.			
		1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, cutting lists, job cards, technical information and appropriate regulations. 			
2	Know how to comply with relevant legislation and official guidance when producing finished stone and stone-based products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.			
3	Maintain safe working practices when producing finished stone and stone-based products.	3.1	Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing finished stone and stone-based products.			
		3.2	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing finished stone and stone-based products and the general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 			
		3.3	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
		3.4	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, occupational injuries and other task-related hazards.			
4	Select the required quantity and quality of resources for the methods of work to produce finished stone and stone-based products.	4.1	Select resources associated with own work in relation to materials, components, tools and equipment.			
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – cutting, profiling, rubbing/honing and polishing machinery – abrasives – stone materials – stone-based materials – polish/lubricants – bonding – hand and/or powered tools and equipment. 			
		4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.			
		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
		4.5	Describe any potential hazards associated with the resources and method of work.			
		4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce finished stone and stone-based products.			
5	Minimise the risk of damage to the work and surrounding area when producing finished stone and stone-based products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
		5.2	Minimise damage and maintain a clean work space.			
		5.3	Dispose of waste in accordance with legislation.			
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, technical information, statutory regulations and official guidance.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
6	Complete the work within the allocated time when producing finished stone and stone-based products.	6.1	Demonstrate completion of the work within the allocated time.			
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme. 			
7	Comply with the given contract information to produce finished stone and stone-based products to the required specification.	7.1	Demonstrate the following work skills when producing finished stone and stone-based products: <ul style="list-style-type: none"> – examining, measuring, marking out, positioning, securing and cutting. 			
		7.2	Prepare, set up, operate and maintain machinery and equipment to produce finished stone and stone-based products to given working instructions for two of the following finishes: <ul style="list-style-type: none"> – profiled – tooled/textured – honed/polished/rubbed. 			
		7.3	Safely use materials, hand and/or portable power tools and ancillary equipment.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	7.4 Safely store the materials, tools and equipment used when producing finished stone and stone-based products.			
	7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – prepare and set up cutting, profiling, rubbing/honing and polishing machinery – operate cutting, profiling, rubbing/honing and polishing machinery – lift stones using manual and mechanical methods – position stones in required locations – secure stone prior to, and during, the finishing process – select the appropriate machine for the work to be carried out – use hand tools, power tools and equipment – work at height – use access equipment. 			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	<p>7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – identify how damage to the materials and machinery can be avoided – identify the compatibility of materials with machinery – identify dimensional control aids and their uses – identify and report defects and discrepancies in materials and machinery – set up and change polish/abrasives – identify types, suitability and construction of polish/abrasives – identify finishing process faults (pitting, erosion, inconsistency's, perforation and colour changes) – identify the scope and limitations of the machinery. – identify the scope and limitations of the machinery. 			
	<p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when producing finished stone and stone-based products.</p>			
	<p>7.8 Describe how to maintain the tools and equipment used when producing finished stone and stone-based products.</p>			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)