



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: **Providing details to memorial stones in the workplace**

Unit reference number: Y/503/3136

QCF level: 2

Credit value: 42

Guided learning hours: 140

Start date: January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in providing details to memorial stones 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 providing details to memorial stones.	1.1	Interpret and extract relevant information from drawings, specifications, schedules 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, technical information and appropriate regulations. 			
2	Know how to comply with relevant legislation and official guidance when providing details to memorial stones.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> - in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 			
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
3 Maintain safe working practices when providing details to memorial stones.	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when providing details to memorial stones.			
	3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to providing details to memorial stones, and the types, purpose and limitations of each type, the work situation and 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.			
	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.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to provide details to memorial stones.	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"> - memorial stone - templets - vinyl sheeting - paints - gold leaf - varnish - hand and/or ancillary tooling and mechanical lifting equipment (slings/lewis pins). 			
	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.			
	4.5 Describe any potential hazards associated with the resources and method of work.			
	4.6 Describe how to calculate quantity, length, area, volume and wastage associated with the method/procedure to provide details to memorial stones.			

Learning Outcome	Assessment Criterion		Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when providing details to memorial stones.	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.			
6 Complete the work within the allocated time when providing details to memorial stones.	6.1	Demonstrate completion of the work within the allocated time.			
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme. 			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to provide details to memorial stones to the required specification.	7.1 Demonstrate the following work skills when providing details to memorial stones: – measuring, marking out, positioning, ornamenting and finishing.			
	7.2 Produce details on memorial stones to given working instructions with: – sand blast lettering – sand blast ornamentation – painting to letters and ornamentation – gilding to letters and ornamentation – hand polished (honed) surfaces.			
	7.3 Safely use materials, hand tools and/or portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when providing details to memorial stones.			
	7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – sand blast lettering and ornamental relief work – paint to lettering and relief work – gild to lettering and relief work – hand polish (honed) surfaces – operate sand blast equipment – generate designs/lettering using computer equipment			

Learning Outcome	Assessment Criterion		Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> - lift and position memorial stones - use hand tools and ancillary tools. 				
	7.6	Describe the needs of other occupations and how to effectively communicate within a team when providing details to memorial stones.			
	7.7	Describe how to maintain the tools and equipment used when providing details to memorial stones.			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)