



GQA LEVEL 2 NVQ DIPLOMA IN CLADDING OCCUPATIONS (CONSTRUCTION)

Qualification Number
601/8330/5

PERSONAL COMPETENCE SUMMARY

Name	Company/Centre
Job Title	GQA Registration Number

	UNITS OF COMPETENCE			ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	MANDATORY UNITS	Level	Credit		
A/507/9560 C22	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
F/507/9561 C23	Conforming to Productive Working Practices in the Workplace	2	3		
J/507/9562 C24	Moving, Handling and Storing Resources in the Workplace	2	5		
K/508/0364 C50	Preparing Resources for Roof Sheeting and Cladding in the Workplace	2	18		
M/508/0365 C77	Installing Roof Sheeting and Cladding Systems in the Workplace	2	20		
T/508/0366 C78	Installing sheeting and cladding rainwater goods on roofs and walls in the workplace	2	13		
Optional units (a minimum of 6 credits must be achieved)					

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

Observation in the workplace ☐
 Records of prior experience ☐
 Testimonial(s) ☐
 Work records ☐

Assessment of knowledge ☐
 Witness statement(s) ☐
 Photographic evidence ☐
 External testing ☐

Passport Style
 Candidate Photo
 (Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who are involved in installing roof sheeting and cladding systems and associated tasks on site working from drawings and specifications. It is not expected that candidates working in this industry all do the same activities or use the same equipment and machinery so there is a group of optional units to cover these matters, however all candidates will need to prove competence in preparing the resources required, installation of sheeting and cladding systems and rainwater goods (gutters, pipes, downpipes and angles (swan necks, off sets), brackets and supports, sumps, overflows and outlets). All work completed must be carried out in accordance with Building Regulations and Industry recognised safe working practices, including the disposal of waste.

The qualification is structured to ensure that there is a high degree of flexibility within the units available and will allow employees from companies of all sizes and specialisms equal opportunity to complete. To provide this opportunity in addition to the core skills above, candidates will also be able to select optional units recognising skills including, repair and/or refurbishment of roof sheeting/cladding/rainscreen systems, working with boom and/or scissor type mobile elevating platforms (MEWPs), installing solar collectors, use of ergonomic manipulating machines or slinging/signalling the movement of loads.

The standards cover the most important aspects of the job. This qualification is at Level 2, although some units may be at different levels and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job. The qualification consists of 6 mandatory units, total credit value is 61 credits plus a group of optional units where a minimum of 6 credits must be achieved; this gives the qualification a minimum credit value of 67 credits

There is also a Level 3 qualification in Cladding Occupations through GQA that requires candidates to carry out work on more complex structures. More information can be found at www.gqaqualifications.com.

What is required from candidates?

The qualification consists of 6 mandatory units, total credit value is 61 credits plus a group of optional units where a minimum of 6 credits must be achieved; this gives the qualification a minimum credit value of 67 credits

Unit Ref	Mandatory units	Level	Credit
A/507/9560 C22	Conforming to General Health, Safety and Welfare in the Workplace	1	2
F/507/9561 C23	Conforming to Productive Working Practices in the Workplace	2	3
J/507/9562 C24	Moving, Handling and Storing Resources in the Workplace	2	5
K/508/0364 C50	Preparing resources for the installation of sheeting and cladding materials on roofs and walls in the workplace	2	18
M/508/0365 C77	Installing Roof Sheeting and Cladding Systems in the Workplace	2	20
T/508/0366 C78	Installing sheeting and cladding rainwater goods on roofs and walls in the workplace	2	13
Optional units (a minimum of 6 credits must be achieved)			
F/508/0368 C79	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace	2	11
T/508/0397 C80a	Slinging and hand signalling the movement of suspended loads in the workplace	2	10
M/508/0446 C81a	Refurbishing sheeting and cladding on roofs, walls or rainscreen systems in the workplace	2	22
Y/508/0442 C82	Repairing sheeting and cladding systems on roofs and walls, including rainscreen, in the workplace	2	20
D/508/0443 C83	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	2	14

H/508/0444	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	2	12
C84			
K/508/0445	Installing solar collectors to roofs in the workplace	2	6
C85			

Achieving the combination of Mandatory units and the correct choice of Optional credits will mean the qualification has been completed and GQA will provide the Diploma with the qualification title. Where a candidate has completed additional credits the Diploma will list these as “additional credits”, in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of credit can be issued for the credits achieved.

Assessment guidance:

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate’s performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

Please Note that photocopied or downloaded documents such as manufacturers’ or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQA's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different

locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria
- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)

- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:
 - o Dealing with emergencies
 - o Dealing with accidents
 - o Certain pre-approved real time simulators
 - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Production/Process Activity Guideline

To aid new or established workers, a centre may wish to describe a normal production/process activity relevant to the achievement of the national vocational qualification and identify which units/elements it will contribute to, e.g. the act of preparation for work, implementation and completion will contribute to a number of units of competence.

Production/Process Activity Relevant to the Achievement of this Qualification	Contributory to: Units/Elements

A/507/9560	Conforming to General Health, Safety and Welfare in the	Level 1	2 Credits
C22	Workplace		

The aim of this unit is to ensure that the candidate has the skills and knowledge required to work safely in the construction industry, in accordance with organisation guidance, legislation and statutory requirements. Candidates must understand safety and warning notices, potential hazards, risk assessments, health risks and the recording and reporting of all health and safety related matters. Knowledge of protective and health and safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required. This knowledge must cover the safety of the general public as well as site personnel and resources. All work carried out must also comply with legislation that covers the disposal of waste or consumable items.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area			
	1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements			
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.			
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE) - local exhaust ventilation (LEV)			
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions			
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment			
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area			
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work			
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures			
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities			
	2.3 List the current Health and Safety Executive top ten safety risks.			
	2.4 List the current Health and Safety Executive top five health risks			
	2.5 State how changing circumstances within the workplace could cause hazards			
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace			

A/507/9560	Conforming to General Health, Safety and Welfare in the Workplace (continued)	Level 1	2 Credits
C22			

3 Comply with organisational policies and procedures to contribute to health, safety and welfare	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices			
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare			
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.			
	3.4 Safely store health and safety control equipment in accordance with given instructions			
	3.5 Dispose of waste and/or consumable items in accordance with legislation.			
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: - dealing with accidents and emergencies associated with the work and environment - methods of receiving or sourcing information - reporting - stopping work - evacuation - fire risks and safe exit procedures - consultation and feedback			
	3.7 State the appropriate types of fire extinguishers relevant to the work			
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance			
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare			
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: - recognising when to stop work in the face of serious and imminent danger to self and/or others - contributing to discussions and providing feedback - reporting changed circumstances and incidents in the workplace - complying with the environmental requirements of the workplace			
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace			
5 Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: - during the working day - on completion of the day's work - for unauthorised personnel (other operatives and the general public) - for theft			
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources			

Assessor comments/feedback

F507/9561	Conforming to Productive Working Practices in the Workplace	Level 2	3 Credits
C23			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to communicate with colleagues, management and customers to plan, implement and record information in the construction working environment. This includes the use and completion of documentation in line with organisational guidelines, meeting deadlines and specifications while maintaining effective working relationships. Candidates will also have to understand the importance that working relationships have on productive working and how to ensure equality and diversity principles are applied when working and communicating with others. Candidates must also have an understanding of how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Communicate with others to establish productive work practices	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively			
	1.2 Describe the different methods of communicating with line management, colleagues and customers			
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive			
2 Follow organisational procedures to plan the sequence of work	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work			
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively			
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: • using resources for own and other's work requirements • allocating appropriate work to employees • organising the work sequence • reducing carbon emissions			
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment			
3 Maintain relevant records in accordance with the organisational procedures	3.1 Complete relevant documentation according to the occupation as required by the organisation			
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: • job cards • worksheets • material/resource lists • time sheets.			
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales			

Assessor comments/feedback

F507/9561	Conforming to Productive Working Practices in the	Level 2	3 Credits
C23	Workplace (continued)		
4 Maintain good working relationships when conforming to productive working practices	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships		
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others		
	4.3 Describe how to maintain good working relationships, in relation to: • individuals • customer and operative • operative and line management • own and other occupations		
	4.4 Describe why it is important to work effectively with line management, colleagues and customers		
	4.5 Describe how working relationships could have an effect on productive working		
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others		

Assessor comments/feedback

J/507/9562	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits
C24			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to move, handle and store construction related materials, e.g. sheet material, loose material, bagged or wrapped material, fragile material, tools and equipment, components or liquids in accordance with safe working practices, legislation and organisational guidance on safety and security. Candidates must have knowledge of safe use of lifting and handling aids, containers and fixing, holding and securing systems and how to dispose of waste and packaging in accordance with legislation. All work must be carried out in accordance with safe working practices, minimising risk of damage to the materials and surrounding area.

Candidates must understand their responsibilities and the hazards associated with this type of work including how the needs of other occupations have to be considered when moving resources, the accident and emergency procedures, and the different types and purposes of fire extinguishers. Finally candidates must understand the types of problems that can occur when carrying out this type of work and the organisational procedures for dealing with them.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Comply with given information when moving, handling and/or storing resources	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation			
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment			
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted			
	1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment			
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources	2.1 Describe their responsibilities under current legislation and official guidance whilst working: in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports			
	2.4 State the appropriate types of fire extinguishers relevant to the work.			
	2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance			

Assessor comments/feedback

J/507/9562	Moving, Handling and Storing Resources in the Workplace (continued)	Level 2	5 Credits
C24			

3 Maintain safe working practices when moving, handling and/or storing resources	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources			
	3.2 Use lifting aids safely as appropriate to the work			
	3.3 Protect the environment in accordance with safe working practices as appropriate to the work.			
	3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE) - local exhaust ventilation (LEV)			
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions			
	3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: - lifting and handling aids - container(s) - fixing, holding and securing systems			
	4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and methods of work			
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Dispose of waste and packaging in accordance with legislation			
	5.3 Maintain a clean work space when moving, handling or storing resources			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			

J/507/9562	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits
C24	(continued)		

6 Complete the work within the allocated time when moving, handling and/or storing resources.	6.1 Demonstrate completion of the work within the allocated time			
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: - progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme			
7 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques			
	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: - sheet material - loose material - bagged or wrapped material - components - fragile material - tools and equipment - liquids			
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources			
	7.4 Describe the needs of other occupations when moving, handling and/or storing resources			

Assessor comments/feedback

K/508/0364	Preparing resources for the installation of sheeting and cladding materials on roofs and walls in the workplace	Level 2	18 Credits
C50			

The aim of this unit is to illustrate the skills, knowledge and understanding required to prepare resources for installation, to include sheeting and cladding materials, fixings, flashings, roof and wall components, and ancillary equipment to given working instructions for one of the following systems:

- built-up ,standing seam, secret fix, composite panel, fibre-cement or rainscreen cladding

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when preparing resources for sheeting and cladding materials on roofs and walls.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written procedures, site inductions, current regulations governing buildings and official guidance associated with preparing resources for the installation of sheeting and cladding.			
2 Know how to comply with relevant legislation and official guidance when preparing resources for sheeting and cladding materials on roofs and walls.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials, by manual handling and mechanical lifting and with mechanical access equipment			
	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			

Assessor comments/feedback

K/508/0364 C50	Preparing resources for the installation of sheeting and cladding materials on roofs and walls in the workplace (continued)	Level 2	18 Credits
3 Maintain safe and healthy working practices when preparing resources for sheeting and cladding materials on roofs and walls.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when preparing resources for the installation of sheeting and cladding materials on roofs and walls.		
	3.2 Demonstrate compliance with given information and relevant legislation when preparing resources for the installation of sheeting and cladding materials on roofs and walls in relation to the following: - safe use of access equipment - safe use, storage and handling of materials, tools and equipment - specific risks to health		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to preparing resources for the installation of sheeting and cladding materials on roofs and walls, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions		
	3.5 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		
4 Select the required quantity and quality of resources for the methods of work to prepare resources for sheeting and cladding materials on roofs and walls.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: - fixings and fasteners, flashings, fittings, halters, spacer systems - insulation, vapour control, separation and breather membranes, - sealants and fillers. - metal and translucent sheets, built up, standing seam, secret fix, composite panels, rainscreen cladding panels, decking panels and fibre cement systems - hand tools, portable power tools and equipment.		
	4.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	4.5 Outline potential hazards associated with the resources and methods of work		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare sheeting and cladding materials and resources for installation on roofs and walls.		

Assessor comments/feedback

K/508/0364 C50	Preparing resources for the installation of sheeting and cladding materials on roofs and walls in the workplace (continued)	Level 2	18 Credits
5 Minimise the risk of damage to the work and surrounding area when preparing resources for sheeting and cladding materials on roofs and walls.	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 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 current legislation		
	5.5 State why the disposal of waste should be carried out in relation to the work		
6 Complete the work within the allocated time when preparing resources for sheeting and cladding materials on roofs and walls.	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme		
7 Comply with the given contract information to prepare resources for sheeting and cladding materials on roofs and walls to the required specification.	7.1 Demonstrate the following work skills when preparing resources for the installation of sheeting and cladding materials on roofs and walls: identifying, checking, measuring, marking out, cutting, preparing and positioning		
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment		
	7.3 Prepare resources for installation, to include sheeting and cladding materials, fixings, flashings, roof and wall components, and ancillary equipment to given working instructions for one of the following systems: - built-up - standing seam - secret fix - composite panel - fibre-cement - rainscreen cladding		

Assessor comments/feedback

K/508/0364 C50	Preparing resources for the installation of sheeting and cladding materials on roofs and walls in the workplace (continued)	Level 2	18 Credits
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • identify installation quality requirements • conform to agreed specification • confirm manufacturers' installation criteria • check resources for type, quantity and damage and report discrepancies • deal with damaged and incorrect roof and wall sheeting and cladding materials and resources • identify types and characteristics of cladding sheets including; single skin, sinusoidal (corrugated), trapezoidal (box) and fibre cement profiles, twin or double skin insulated systems, composite panel (sandwich panel) systems, decking, structural decking and rainscreen products • identify parts of roof and wall cladding sheets including; top and bottom flanges, crown, web, trough or pan		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • identify types, characteristics and applications of cladding products and systems including: built-up, standing seam, secret fix, composite panel, fibre cement, rainscreen cladding products • recognise the differences between sheeting and cladding profiles for walls and roofs • adjust and position fixings, halters, spacers, clips and fittings • identify, recognise and work to gridlines and datum marks • prepare, align and position resources ready to install: built-up, standing seam, secret fix, composite panel, fibre cement and rainscreen cladding • recognise and determine when additional specialist skills and knowledge are required and report accordingly • work from mobile elevating work platforms • use access equipment.		
	7.6 State the needs of other occupations and how to communicate within a team when preparing resources for the installation of sheeting and cladding materials on roofs and walls.		
	7.7 Describe how and when to maintain the tools and equipment used when preparing resources for the installation of sheeting and cladding materials on roofs and walls.		

Assessor comments/feedback

M/508/0365	Installing Roof Sheeting and Cladding Systems in the Workplace	Level 2	20 Credits
C77			

The aim of this unit is to illustrate the skills, knowledge and understanding required to install sheeting and cladding materials, fixings, flashings, roof and wall components, and ancillary equipment to given working instructions for one of the following systems:

- built-up ,standing seam, secret fix, composite panel or fibre-cement

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when installing sheeting and cladding systems on roofs and walls	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: • drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written procedures, site inductions, current regulations governing buildings and official guidance associated with the installation of sheeting and cladding systems.			
2 Know how to comply with relevant legislation and official guidance when installing sheeting and cladding systems on roofs and walls	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: • in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials, by manual handling and mechanical lifting and with mechanical access equipment			
	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 and healthy working practices when installing sheeting and cladding systems on roofs and walls	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing sheeting and cladding systems on roofs and walls.			
	3.2 Demonstrate compliance with given information and relevant legislation when installing sheeting and cladding systems on roofs and walls in relation to the following: • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing sheeting and cladding systems on roofs and walls, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions			
	3.5 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			

M/508/0365 C77	Installing Roof Sheeting and Cladding Systems in the Workplace (continued)	Level 2	20 Credits
4 Select the required quantity and quality of resources for the methods of work to install sheeting and cladding systems on roofs and walls	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • fixings and fasteners, flashings, fittings, halters, spacer systems and clips • insulation, vapour control, separation and breather membranes, • sealants and fillers. • metal and translucent sheets, built up, standing seam, secret fix, composite panels, decking panels and fibre cement systems • hand tools, portable power tools and equipment.		
	4.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	4.5 Outline potential hazards associated with the resources and methods of work		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install sheeting and cladding systems on roofs and walls.		
5 Minimise the risk of damage to the work and surrounding area when installing sheeting and cladding systems on roofs and walls	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 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 current 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 sheeting and cladding systems on roofs and walls	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme		

Assessor comments/feedback

M/508/0365 C77	Installing Roof Sheeting and Cladding Systems in the Workplace (continued)	Level 2	20 Credits
7 Comply with the given contract information to install sheeting and cladding systems on roofs and walls	7.1 Demonstrate the following work skills when installing sheeting and cladding systems on roofs and walls: measuring, setting out, adjusting, aligning, levelling plumb, fitting, fixing and finishing		
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment		
	7.3 Install sheeting and cladding materials to roofs and walls, to include flashings, openings, vents, up-stands, protrusions and penetrations to given working instructions for one of the following systems: - built-up - standing seam - secret fix - composite panel - fibre-cement		
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify installation quality requirements - conform to agreed specifications - conform to manufacturers' installation criteria - identify, recognise and work to gridlines and datum marks - position and secure fixings, halters, spacers, clips, fittings and sheets - deal with damaged and incorrect sheeting, cladding materials and resources - install built up, standing seam, secret fix, composite panels and fibre cement systems - install decking and structural panels - maintain the integrity of surfaces, backgrounds, sheets and panels - position and secure vents - install insulation - measure, cut, fit, shape and fix flashing materials		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - install translucent sheets, condensation and vapour control materials - form and shape components for openings, vents, up-stands, protrusions and penetrations - ensure the integrity of joints, overlaps and interface details - apply sealants and install fillers to ensure water and airtight seals - check quality and suitability of work on completion and at the end of each working period - recognise and determine when additional specialist skills and knowledge are required and report accordingly - use mobile elevating platforms - work at height - use access equipment		
	7.6 State the needs of other occupations and how to communicate within a team when installing sheeting and cladding systems on roofs and walls		
	7.7 Describe how and when to maintain the tools and equipment used when installing sheeting and cladding systems on roofs and walls		

Assessor comments/feedback

T/508/0366	Installing sheeting and cladding rainwater goods on roofs and walls in the workplace	Level 2	13 Credits
C78			

The aim of this unit is to illustrate the skills, knowledge and understanding required to install the following sheeting and cladding rainwater goods to given working instructions: gutters, pipes, downpipes and angles (swan necks, off sets), brackets and supports, sumps, overflows and outlets.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when installing sheeting and cladding rainwater goods on roofs and walls	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written procedures, site inductions, current regulations governing buildings and official guidance associated with the installation of rainwater goods.			
2 Know how to comply with relevant legislation and official guidance when installing sheeting and cladding rainwater goods on roofs and walls	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials, by manual handling and mechanical lifting and with mechanical access equipment			
	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 and healthy working practices when installing sheeting and cladding rainwater goods on roofs and walls	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing sheeting and cladding rainwater goods on roofs and walls			
	3.2 Demonstrate compliance with given information and relevant legislation when installing sheeting and cladding rainwater goods on roofs and walls in relation to the following: - safe use of access equipment - safe use, storage and handling of materials, tools and equipment - specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing sheeting and cladding rainwater goods on roofs and walls, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions			
	3.5 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			

T/508/0366	Installing sheeting and cladding rainwater goods on roofs and walls in the workplace	Level 2	13 Credits
C78			
4 Select the required quantity and quality of resources for the methods of work to install sheeting and cladding rainwater goods on roofs and walls	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: - brackets, fixings and supports - gutters, pipes, downpipes and angles - sealant and gaskets - stop-ends, grills, guards, filters and covers - overflows, sumps and outlets - hand tools, portable power tools and equipment		
	4.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	4.5 Outline potential hazards associated with the resources and methods of work		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install sheeting and cladding rainwater goods on roofs and walls		
5 Minimise the risk of damage to the work and surrounding area when installing sheeting and cladding rainwater goods on roofs and walls	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 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 current 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 sheeting and cladding rainwater goods on roofs and walls	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme		

Assessor comments/feedback

T/508/0366	Installing sheeting and cladding rainwater goods on roofs and walls in the workplace	Level 2	13 Credits
C78			

7 Comply with the given contract information to install sheeting and cladding rainwater goods on roofs and walls	7.1 Demonstrate the following work skills when installing sheeting and cladding rainwater goods on roofs and walls: measuring, cutting, setting out, aligning, fitting, positioning, fixing and securing.			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install the following sheeting and cladding rainwater goods to given working instructions for: - gutters - pipes, downpipes and angles (swan necks, off sets) - brackets and supports - sumps - overflows - outlets.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify installation quality requirements - conform to agreed specification - confirm manufacturers' installation criteria - identify datum, line, level and plumb - deal with damaged and incorrect materials and resources - position, fix and secure brackets and supports - install gutters, pipes including downpipes, and angles (swan necks and offsets), sumps, outlets and overflows - ensure the integrity of joints and overlaps - maintain the integrity of surfaces - install materials and components, stop-ends, grills, guards, filters, sealants, gaskets and covers			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - check quality and suitability of work on completion and at the end of each working period power tools and equipment. - recognise and determine when additional specialist skills and knowledge are required and report accordingly - determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance - work from mobile elevating work platforms - work with, around and in close proximity to plant and machinery - use hand tools, portable power tools and equipment - work at height - use of access equipment.			
	7.6 State the needs of other occupations and how to communicate within a team when installing sheeting and cladding rainwater goods on roofs and walls.			
	7.7 Describe how and when to maintain the tools and equipment used when installing sheeting and cladding rainwater goods on roofs and walls.			

Assessor comments/feedback

D/508/0443	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	Level 2	14 Credits
C83			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence to prepare for and carry out accessing operations using boom-type MEWPs. This includes checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down activities which must all be carried out safely and effectively.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the preparation and using boom-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms			
2 Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions			
	2.2 Describe how to communicate ideas between team members			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and during accessing operations			
3 Know how to comply with relevant legislation and official guidance when carrying out accessing operations using boom-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports			

Assessor comments/feedback

D/508/0443 C83	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace (continued)	Level 2	14 Credits
4 Maintain safe and healthy working practices when preparing for and carrying out accessing operations using boom-type MEWPs	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements during accessing operations		
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using boom-type MEWPs in relation to two or more of the following: - safe use and storage of plant or machinery - safe use and storage of tools and equipment - specific risks to health		
	4.3 Explain why and when health and safety control equipment, , identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE) - local exhaust ventilation (LEV)		
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions		
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities and rescue plans		
5 Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	5.1 Request and select resources associated with boom-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories		
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: - consumables, lubricants and fuels - attachments and accessing aids - hand tools, ancillary equipment and accessories		
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	5.5 Outline potential hazards associated with the resources and methods of work		
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate boom-type mobile elevating work platforms used for accessing operations.		
6 Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures		
	6.2 Minimise damage and maintain a clean work space		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions		
	6.4 Dispose of waste in accordance with current legislation		
	6.5 State why the disposal of waste should be carried out in relation to the work		

D/508/0443	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace (continued)	Level 2	14 Credits
C83			

7 Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme			
8 Comply with the given contract information to access areas to carry out work using boom-type MEWPs to the required specification	8.1 Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.			
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories			
	8.3 Prepare for, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions			
	8.4 Shut down and secure boom-type MEWPs			
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - identify the characteristics of the boom-type MEWP used for accessing work - identify valid certification for maintenance, inspection and thorough examination - carry out function checks for accessing operation - prepare, set up and adjust for operational requirements - carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area - identify and remain aware of the area of operation to include potential entrapment situations - use fall prevention equipment			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - check to avoid damage to structures and utilities service apparatus - position and secure MEWP for accessing operations - recognise and determine when specific skills and knowledge are required and report accordingly - operate, manoeuvre, position, set down and secure - operate and travel on the public highway - shut down and secure the MEWP - use hand tools, ancillary equipment and accessories			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas			

Assessor comments/feedback

F/508/0368	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace	Level 2	11 Credits
C79			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in the use of ergonomic manipulating machines to lift, transfer and place loads. This includes safe and effective practices when checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down loads

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the preparation and use of ergonomic manipulating machines to lift, transfer and place loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, risk assessments and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of ergonomic manipulating machines to lift and transfer loads			
2 Organise with others the sequence and operation in which lifting operations using ergonomic manipulating machines are to be carried out.	2.1 Organise the work according to given information or instructions			
	2.2 Describe how to communicate ideas between team members			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and during lifting operations with ergonomic manipulating machines			
3 Know how to comply with relevant legislation and official guidance when lifting and transferring loads using ergonomic manipulating machines.	3.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports			

Assessor comments/feedback

F/508/0368	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace (continued)	Level 2	11 Credits
C79			
4 Maintain safe and healthy working practices when preparing for and carrying out lifting operations using ergonomic manipulating machines.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements during lifting operations		
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using ergonomic manipulating machines in relation to two or more of the following: - safe use and storage of plant or machinery - safe use and storage of tools and equipment - safe use and storage of lifting accessories - specific risks to health		
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to ergonomic manipulating machine use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)		
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions		
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards		
5 Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using ergonomic manipulating machines.	5.1 Request and select resources associated with ergonomic manipulating machines in relation to consumables, materials, tools, ancillary equipment and/or accessories		
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: - consumables, lubricants and fuels - attachments and lifting accessories - hand tools, ancillary equipment and accessories		
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	5.5 Outline potential hazards associated with the resources and methods of work		
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out lifting operations with ergonomic manipulating machines		
6 Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures		
	6.2 Minimise damage and maintain a clean work space		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions		
	6.4 Dispose of waste in accordance with current legislation		
	6.5 State why the disposal of waste should be carried out in relation to the work		

F/508/0368	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace (continued)	Level 2	11 Credits
C79			

7 Complete the work within the allocated time when preparing to and lifting and transferring loads.	7.1 Demonstrate completion of the work within the allocated time			
	7.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme			
8 Comply with the given contract information to lift, transfer and place loads using ergonomic manipulating machines to the required specification	8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines: checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down			
	8.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	8.3 Prepare, set up and operate ergonomic manipulating machines to lift, transfer and place a variety of loads to given working instructions.			
	8.4 Shut down and secure ergonomic manipulating machines			
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - identify characteristics, type, weight and position of loads for lifting and transferring - identify the characteristics of the ergonomic manipulating machine for the lifting and transferring operation - identify valid certification for maintenance, inspection and thorough examination - lift and transfer people - carry out function checks for lifting and transferring loads - prepare, set up and reconfigure for various loads and locations - carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area - identify characteristics, type, weight and position of loads for lifting and transferring			
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - recognise and determine when specific skills and knowledge are required and report accordingly - secure and balance loads for lifting - lift, remove and transfer loads - position, place and set down loads - confirm load stability, security and release - attach and remove guide ropes and aids - be on the public highway - shut down and secure the ergonomic manipulating machine - use hand tools and ancillary equipment - use, handle and store lifting accessories			
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads			
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads			

Assessor comments/feedback

H/508/0444	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	Level 2	12 Credits
C84			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence to prepare for and carry out accessing operations using scissor-type MEWPs. This includes checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down activities which must all be carried out safely and effectively.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery used as work platforms			
2 Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions			
	2.2 Describe how to communicate ideas between team members			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and during accessing operations			
3 Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.	3.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports			

Assessor comments/feedback

H/508/0444 C84	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace (continued)	Level 2	12 Credits
4 Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements during accessing operations		
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs in relation to two or more of the following: - safe use and storage of plant or machinery - safe use and storage of tools and equipment - specific risks to health		
	4.3 Explain why and when health and safety control equipment, , identified by the principles of protection, should be used, relating to accessing operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE) - local exhaust ventilation (LEV)		
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions		
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities and rescue plans		
5 Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.	5.1 Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, tools, ancillary equipment and/or accessories		
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: - consumables, lubricants and fuels - attachments and accessing aids - hand tools, ancillary equipment and accessories		
	5.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	5.5 Outline potential hazards associated with the resources and methods of work		
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.		
6 Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures		
	6.2 Minimise damage and maintain a clean work space		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions		
	6.4 Dispose of waste in accordance with current legislation		
	6.5 State why the disposal of waste should be carried out in relation to the work		

H/508/0444 C84	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace (continued)	Level 2	12 Credits
7 Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs	7.1 Demonstrate completion of the work within the allocated time		
	7.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme		
8 Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification	8.1 Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: checking, setting up, adjusting, communicating, manoeuvring, positioning, accessing and setting down.		
	8.2 Use and maintain hand tools, ancillary equipment and/or accessories		
	8.3 Prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions		
	8.4 Shut down and secure scissor-type MEWPs		
	8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - identify the characteristics of the scissor-type MEWP used for accessing work - identify valid certification for maintenance, inspection and thorough examination - carry out function checks for accessing operation - prepare, set up and adjust for operational requirements - carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area - identify and remain aware of the area of operation to include potential entrapment situations - use fall prevention equipment - check to avoid damage to structures and utilities service apparatus		
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - position and secure MEWP for accessing operations - recognise and determine when specific skills and knowledge are required and report accordingly - operate, manoeuvre, position, set down and secure - operate and travel on the public highway - shut down and secure the MEWP - use hand tools, ancillary equipment and accessories		
	8.7 Describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations.		
	8.8 Describe how to maintain the plant and machinery, hand tools, ancillary equipment used to access working areas		
Assessor comments/feedback			

K/508/0445	Installing solar collectors to roofs in the workplace	Level 2	6 Credits
C85			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing solar collectors to roofs. More specifically candidates must prove competence in removing, measuring, marking out, cutting, fitting, fixing, positioning, securing and replacing activities for one or more of the following: integrated photovoltaic, mounted photo voltaic, integrated solar thermal or mounted solar thermal.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when installing solar collectors to roofs.	1.1 Interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.			
2 Know how to comply with relevant legislation and official guidance when installing solar collectors to roofs.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.			
	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 installing solar collectors to roofs.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs.			
	3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - 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 working instructions			
	3.4 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			

Assessor comments/feedback

K/508/0445 C85	Installing solar collectors to roofs in the workplace (continued)	Level 2	6 Credits
4 Select the required quantity and quality of resources for the methods of work to install solar collectors to roofs.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: - solar collection installation kits - hand and/or powered tools and equipment		
	4.3 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	4.5 Outline potential hazards associated with the resources and methods of work		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install solar collectors to roofs.		
5 Minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.	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 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 current 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 solar collectors to roofs.	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme		

Assessor comments/feedback

K/508/0445 C85	Installing solar collectors to roofs in the workplace (continued)	Level 2	6 Credits
7 Comply with the given contract information to install solar collectors to roofs to the required specification	7.1 Demonstrate the following work skills when installing solar collectors to roofs: removing, measuring, marking out, cutting, fitting, fixing, positioning, securing and replacing		
	7.2 Prepare for and install solar collectors to roof to given working instructions for one of the following: - integrated photo voltaic - mounted photo voltaic - integrated solar thermal - mounted solar thermal		
	7.3 Reinstate roof coverings to given working instructions.		
	7.4 Safely use and handle materials		
	7.5 Safely use hand tools, portable power tools and ancillary equipment		
	7.6 Safely store the materials, tools and equipment used when installing solar collectors to roofs		
	7.7 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - assess the installation area - check the direction the roof is facing - remove or leave out waterproofing elements - mark out for installation using given templates or dimensions - prepare and weatherproof penetrations - fix additional supports - secure fixtures, fittings and collector		
	7.8 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - reinstate roof covering including flashings - install solar panels during construction and as retrofit to existing buildings - use hand tools, power tools and equipment - work at height - use access equipment		
	7.9 Describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs		
	7.10 Describe how to maintain the tools and equipment used when installing solar collectors to roofs		

Assessor comments/feedback

M/508/0446	Refurbishing sheeting and cladding on roofs, walls or rainscreen systems in the workplace	Level 2	22 Credits
C81a			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in refurbishing sheeting and cladding on roofs or walls or rainscreen systems. More specifically candidates must be able to prepare resources and backgrounds to refurbish, strip and re-sheet or over-clad, sheeting and cladding on roofs or walls to given working instructions for one of the following systems: built-up ,standing seam, secret fix, composite panel, fibre-cement or rainscreen cladding.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when refurbishing sheeting and cladding on roofs or walls or rainscreen systems	1.1 Interpret and extract relevant information from drawings, specifications, schedules method statements, risk assessments and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written procedures, site inductions, current regulations governing buildings and official guidance associated with the refurbishment of sheeting and cladding on roofs or walls or rainscreen systems			
2 Know how to comply with relevant legislation and official guidance when refurbishing sheeting and cladding on roofs or walls or rainscreen systems	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials, by manual handling and mechanical lifting and with mechanical access equipment			
	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 and healthy working practices when refurbishing sheeting and cladding on roofs or walls or rainscreen systems.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when refurbishing sheeting and cladding on roofs or walls or rainscreen systems			
	3.2 Demonstrate compliance with given information and relevant legislation when refurbishing sheeting and cladding on roofs or walls or rainscreen systems. in relation to the following: - safe use of access equipment - safe use, storage and handling of materials, tools and equipment - specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to refurbishing sheeting and cladding on roofs or walls or rainscreen systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures, other task-related activities and the discovery of asbestos containing substances.			

M/508/0446 C81a	Refurbishing sheeting and cladding on roofs, walls or rainscreen systems in the workplace (continued)	Level 2	22 Credits
4 Select the required quantity and quality of resources for the methods of work to refurbish sheeting and cladding on roofs or walls or rainscreen systems	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • fixings, fasteners, flashings, fittings, halts, clips and spacer systems • insulation, vapour control, separation and breather membranes • primers, cleaning agents, sealing tapes sealants and fillers • metal, translucent sheets, built up, standing seam, secret fix, composite panels, rainscreen cladding panels, decking panels and fibre cement system • rainwater goods • hand tools, portable power tools and equipment		
	4.3 Describe how the resources should be used correctly, 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 methods of work		
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to refurbish sheeting and cladding on roofs or walls or rainscreen systems		
5 Minimise the risk of damage to the work and surrounding area when refurbishing sheeting and cladding on roofs or walls or rainscreen systems	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 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 current 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 refurbishing sheeting and cladding on roofs or walls or rainscreen systems	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme		

Assessor comments/feedback

M/508/0446	Refurbishing sheeting and cladding on roofs, walls or rainscreen systems in the workplace (continued)	Level 2	22 Credits
C81a			

7 Comply with the given contract information to refurbish sheeting and cladding on roofs or walls or rainscreen systems to the required specification	7.1 Demonstrate the following work skills when refurbishing sheeting and cladding on roofs or walls or rainscreen systems: identifying, checking, measuring, marking out, cutting, removing, cleaning, replacing, aligning, positioning, fixing and sealing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.			
	7.3 Prepare resources and backgrounds to refurbish, strip and re-sheet or over-clad, sheeting and cladding on roofs or walls to given working instructions for one of the following systems: - built-up - standing seam - secret fix - composite panel - fibre cement - rainscreen cladding			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify installation quality requirements - conform to agreed specification - confirm manufacturers' installation criteria - identify the criteria for removing and over-cladding materials containing hazardous substances, including licenced and non-licenced asbestos - check currency of calibration for levelling equipment - retain the integrity of background surfaces and backing walls - prepare backgrounds and backing walls for replacement (new or recycled) sheeting and cladding systems - identify, recognise and work to gridlines and datum marks - prepare existing roof and wall coverings for over-cladding - strip existing roof and wall coverings and rainscreen wall cladding support systems for re-sheeting			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - apply cleaning agents and primers - install insulation, sealing tapes, vapour checks and separation membranes - assess the suitability of structures and existing roof coverings to receive replacement materials - layout and align products, adjust fixings, halts, spacers, clips, fittings, sheets and cladding materials - fit and fix replacement materials - form and shape components for up-stands, protrusions and penetrations - recognise the differences between sheeting and cladding materials for roofs and walls and rainscreen systems - check quality and suitability of work on completion and at the end of each working period			

Assessor comments/feedback

M/508/0446	Refurbishing sheeting and cladding on roofs, walls or rainscreen systems in the workplace (continued)	Level 2	22 Credits
C81a			
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • recognise and determine when additional specialist skills and knowledge are required and report accordingly • determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance • work from mobile elevating work platforms • work with, around and in close proximity to plant and machinery • handle, store and dispose of removed materials and components • use hand tools, portable power tools and equipment • work at height • use of access equipment		
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when refurbishing sheeting and cladding on roofs or walls or rainscreen systems.		
	7.8 Describe how and when to maintain the tools and equipment used when refurbishing sheeting and cladding on roofs or walls or rainscreen systems		

Assessor comments/feedback

T/508/0397	Slinging and hand signalling the movement of suspended loads in the workplace	Level 2	10 Credits
C80a			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in the preparation for and the slinging and signalling of loads. This could include some of the following types of loads: balanced, unbalanced, loose, bundled, container, drum or a load where the machine operator cannot observe its full movement path.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the preparation for and the slinging and signalling of loads.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements (lift plans) and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, lift plans, work instructions, manufacturers' information, approved procedures and Codes of Practice.			
2 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out	2.1 Organise the work according to given information or instructions			
	2.2 Describe how to communicate ideas between team members			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 Describe how to organise resources prior to and when slinging and signalling of loads			
3 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.	3.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative			
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports			

Assessor comments/feedback

T/508/0397 C80a	Slinging and hand signalling the movement of suspended loads in the workplace (continued)	Level 2	10 Credits
4 Maintain safe and healthy working practices when preparing for and slinging and signalling loads.	4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads		
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following: - safe use and storage of tools and equipment - safe use, storage and handling of lifting accessories - safe use of access equipment - specific risks to health		
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)		
	4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions		
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards		
5 Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.	5.1 Select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment.		
	5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: - lifting accessories - signalling and communication equipment - hand tools and ancillary equipment		
	5.3 Explain why the organisational procedures have been developed and how they are used for the selection of required resources		
	5.4 Describe how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	5.5 Outline potential hazards associated with the resources and methods of work		
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out slinging/signalling		
6 Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures		
	6.2 Minimise damage and maintain a clean work space		
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions		
	6.4 Dispose of waste in accordance with current legislation		
	6.5 State why the disposal of waste should be carried out in relation to the work		

T/508/0397 C80a	Slinging and hand signalling the movement of suspended loads in the workplace (continued)	Level 2	10 Credits
7 Complete the work within the allocated time when preparing to and slinging and signalling loads	7.1 Demonstrate completion of the work within the allocated time		
	7.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme		
8 Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification	8.1 Demonstrate the following work skills when preparing to and slinging and signalling loads: measuring, gauging, estimating, calculating, fitting, fixing, testing, balancing, interpreting, inspecting, judging, explaining, preparing, indicating, informing, instructing, signing, positioning, adjusting, configuring, moving, securing, signalling and relaying.		
	8.2 Use and maintain lifting accessories, lifting aids and equipment		
	8.3 Inspect and prepare lifting accessories prior to slinging		
	8.4 Prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following: - balanced - unbalanced - loose - bundled - container - drum - a load where the machine operator cannot observe its full movement path		
	8.5 Guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following: - balanced - unbalanced - loose - bundled - container - drum - a load where the machine operator cannot observe its full movement path		
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery, and directing and guiding operations of plant and machinery not being used for lifting operations - confirm the authority, duties and responsibilities allocated - identify characteristics of lifting equipment and lifting accessories - identify and interpret valid certification for maintenance, inspection and thorough examination		

Assessor comments/feedback

T/508/0397 C80a	Slinging and hand signalling the movement of suspended loads in the workplace (continued)	Level 2	10 Credits	
	8.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • lift and transfer people • sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator • communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailer, radios) • confirm methods of communication • recognise blind-spots, potential crush zones and other limitations to driver visibility • consider the load characteristics including centre of gravity and lifting points to determine the method of slinging • determine and check the route of the load before and during the lift including distances, clearances and landing position zero and low carbon outcomes			
	8.8 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids • identify rejection criteria for removing lifting accessories from service • recognise and determine when specific skills and knowledge are required and report accordingly • attach lifting accessories and sling loads securely • ensure balance and stability of loads • attach and use load guidance equipment (tag lines) • guide and place suspended loads by recognised methods of communication and agreed operational procedures • land and position loads safely and securely • remove and store lifting accessories • use hand tools and ancillary equipment			
	8.9 Describe the needs of other occupations and how to effectively communicate within a team when preparing to, and slinging and signalling loads.			
	8.10 Describe how to maintain the lifting accessories, lifting aids and signalling and communication equipment used to sling and signal loads			

Assessor comments/feedback

Y/508/0442	Repairing sheeting and cladding systems on roofs and walls, including rainscreen, in the workplace	Level 2	20 Credits
C82			

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in repairing sheeting and cladding systems on roofs and walls, including rainscreen. This includes the need to identify and repair defects in sheeting and cladding systems to given working instructions, e.g. leaks, condensation, damaged sheets and components, minor surface coating defects and damaged or missing flashings.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Interpret the given information relating to the work and resources when repairing sheeting and cladding systems on roofs and walls, including rainscreen.	1.1 Interpret and extract relevant information from drawings, specifications, schedules method statements, risk assessments and manufacturers' information			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written procedures, site inductions, current regulations governing buildings and official guidance associated with the repair of sheeting and cladding systems			
2 Know how to comply with relevant legislation and official guidance when repairing sheeting and cladding systems on roofs and walls, including rainscreen.	2.1 Describe their responsibilities regarding potential accidents and health hazards whilst working: in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials, by manual handling and mechanical lifting and with mechanical access equipment			
	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 and healthy working practices when repairing sheeting and cladding systems on roofs and walls, including rainscreen.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing sheeting and cladding systems on roofs and walls, including rainscreen			
	3.2 Demonstrate compliance with given information and relevant legislation when repairing sheeting and cladding systems on roofs and walls, including rainscreen, in relation to the following: - safe use of access equipment and working platforms - safe use, storage and handling of materials, tools and equipment - specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to repairing sheeting and cladding systems on roofs and walls, including rainscreen, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: - collective protective measures - personal protective equipment (PPE) - respiratory protective equipment (RPE)			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, falls, rescue procedures and other task-related activities			

Y/508/0442 C82	Repairing sheeting and cladding systems on roofs and walls, including rainscreen, in the workplace (continued)	Level 2	20 Credits
4 Select the required quantity and quality of resources for the methods of work to repair sheeting and cladding systems on roofs and walls, including rainscreen.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • fixings, fasteners, flashings, fittings, halters and spacer systems • insulation, vapour control, separation and breather membranes • primers, cleaning agents, sealing tapes, sealants and fillers • metal and translucent sheets, built up, standing seam, secret fix, composite panels, rainscreen cladding panels, decking panels and fibre cement system • rainwater goods • hand tools, portable power tools and equipment		
	4.3 Describe how the resources should be used correctly, 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 methods of work		
	4.6 Describe the methods of calculating quantity, length, area and wastage associated with the method and procedure to repair sheeting and cladding systems on roofs and walls, including rainscreen		
5 Minimise the risk of damage to the work and surrounding area when repairing sheeting and cladding systems on roofs and walls, including rainscreen.	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 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 current legislation		
	5.5 State why the disposal of waste should be carried out in relation to the work		
6 Complete the work within the allocated time when repairing sheeting and cladding systems on roofs and walls, including rainscreen.	6.1 Demonstrate completion of the work within the allocated time		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme		

Assessor comments/feedback

Y/508/0442	Repairing sheeting and cladding systems on roofs and walls, including rainscreen, in the workplace (continued)	Level 2	20 Credits
C82			

7 Comply with the given contract information to refurbish sheeting and cladding on roofs or walls or rainscreen systems to the required specification	7.1 Demonstrate the following work skills when repairing sheeting and cladding systems on roofs and walls, including rainscreen: removing, replacing, renewing and repairing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.			
	7.3 Identify and repair defects in sheeting and cladding systems to given working instructions: - leaks - condensation - damaged sheets and components - minor surface coating defects - damaged or missing flashings			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify installation quality requirements - conform to agreed specification - confirm manufacturers' installation criteria - identify defects including: leaks, condensation, damaged sheets and components, surface coating defects, damaged and missing flashings - remove and recover defective materials - remove and replace damaged, missing and incorrect sheeting and cladding materials, components, fittings, fixings and flashings - identify and match existing products - identify the source of leaks and condensation - deal with and prevent water leaks and condensation - inspect, test, repair and replace rainwater goods - identify and ensure the integrity of joints and overlaps			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: - treat surface coating defects - apply sealants and fillers to ensure water and airtightness - install and replace insulation, fire stops, breather membranes and vapour control layers - recognise the differences between sheeting and cladding materials for roofs and walls including rainscreen systems - check quality and suitability of work on completion and at the end of each working period - recognise and determine when additional specialist skills and knowledge are required and report accordingly - work from mobile elevating work platforms - work with, around and in close proximity to plant and machinery - use hand tools, portable power tools and equipment - work at height - use of access equipment			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when repairing sheeting and cladding systems on roofs and walls, including rainscreen			
	7.7 Describe how and when to maintain the tools and equipment used when repairing sheeting and cladding systems on roofs and walls, including rainscreen.			

Assessor comments/feedback

Notes

Notes



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