



GQA LEVEL 2 NVQ DIPLOMA IN INTERIOR SYSTEMS (CONSTRUCTION) v3

Qualification Number
610/4501/9

GQA Qualifications, Unit 1, 12 O'clock Court, Attercliffe Road, Sheffield, S4 7WW

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PERSONAL COMPETENCE SUMMARY

Name		Company/Centre			
Job Title		GQA Registration Number			
Mandatory Units					
Unit Number	Unit Title	Level	Credit Value	Assessor Signature	Date
M/651/2360	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
F/507/9561	Conforming to productive working practices in the workplace	2	3		
J/507/9562	Moving, handling and storing resources in the workplace	2	5		
Pathway 1 - Ceiling Fixing					
A/651/2463	Installing suspended ceiling systems in the workplace	2	24		
Pathway 2 - Modular Demountable Partitioning					
D/651/2455	Installing and relocating modular demountable partition systems in the workplace	2	35		
Pathway 3 - Operable Partition Systems					
F/651/2456	Installing and relocating operable partitioning systems in the workplace	2	35		
Pathway 4 - Glass Partition/Internal Screen Systems					
H/651/2457	Installing and relocating glass partition/internal screen systems in the workplace	2	32		
Pathway 5 - Dry Lining - Fixing (both units to be completed as part of this pathway)					
J/651/2458	Installing dry lining systems in the workplace	2	32		
K/651/2459	Installing plasterboard linings in the workplace	2	21		
Pathway 6- Dry Lining - Finishing					
R/651/4379	Finishing dry lining walls and ceilings in the workplace	2	25		

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

Observation in the workplace	☐	Assessment of knowledge	☐
Records of prior experience	☐	Witness statement(s)	☐
Testimonial(s)	☐	Photographic evidence	☐
Work records	☐	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 individuals wishing to prove they have the level and range of knowledge and skills required to install Interior Systems in the Construction working environment. Although it is not expected that all workers will complete the same tasks, there are 3 mandatory units common to all pathways. The Pathways will allow employees with specific skills and from companies of all sizes equal opportunity to complete.

Individuals must complete the Mandatory Units and the appropriate Pathway Unit(s).

All work must be completed following Industry recognised Safe Working Practices and in accordance with relevant legislations.

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 a range of tasks and situations. Candidates should require minimum supervision in undertaking the job.

What is required from candidates?

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria, this qualification has a TQT of 340 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 204.

Mandatory Units			
Unit Number	Unit Title	Level	Credit Value
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Pathway 1 - Ceiling Fixing			
A/651/2463	Installing suspended ceiling systems in the workplace	2	24
Pathway 2 - Modular Demountable Partitioning			
D/651/2455	Installing and relocating modular demountable partition systems in the workplace	2	35
Pathway 3 - Operable Partition Systems			
F/651/2456	Installing and relocating operable partitioning systems in the workplace	2	35
Pathway 4 - Glass Partition/Internal Screen Systems			

H/651/2457	Installing and relocating glass partition/internal screen systems in the workplace	2	32
Pathway 5 - Dry Lining - Fixing (both units to be completed as part of this pathway)			
J/651/2458	Installing dry lining systems in the workplace	2	32
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Pathway 6-Dry Lining-Finishing			
R/651/4379	Finishing dry lining walls and ceilings in the workplace	2	25

Assessment guidance

Evidence should show that you can complete all 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 in a way that shows that candidates 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. Evidence of knowledge can be demonstrated through a range of methods including responses to oral and/or written questions, assignments, or professional discussions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units consistently over an appropriate period of time.

Potential sources of evidence:

Suggested sources of evidence are shown above, these can be supplemented by physical or documentary evidence, e.g.:

Accident book/reporting system	Notes and memos
Safety record	Telephone/e-mail records
Training record	Customer and colleague feedback
Audio evidence	Records of equipment and materials
Witness testimonies	Work records
Photographic/ video evidence	

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 anyone, 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 required.

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 or that 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:

- Dealing with emergencies
- Dealing with accidents
- Certain pre-approved real time simulators
- 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 examples waiting for building fire. 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

Conforming to General Health, Safety and Welfare in the Workplace							
GQA Ref	641v2024	Regulatory Ref	M/651/2360	Level	1	Credit Value	2
<u>Aims</u> The aim of this unit is to ensure that the Candidate has the skills and knowledge required to evaluate which work activities make the best use of available resources in relation to occupations and/or customers associated with the work, the tools, plant and/or ancillary equipment and the materials and components.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
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					
		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			
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

Conforming to productive working practices in the workplace							
GQA Ref	642v1	Regulatory Ref	F/507/9561	Level	2	Credit Value	3
<u>Aims</u> The aim of this unit is to ensure that the candidate is able to demonstrate they are able to 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 in relation to individuals, customer and operative, operative and line management.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
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					
		2.4 Describe how to contribute to zero/low carbon work outcomes within the built					
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			
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			
	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

Moving, handling and storing resources in the workplace							
GQA Ref	643v1	Regulatory Ref	J/507/9562	Level	2	Credit Value	5
<u>Aims</u> The aim of this unit is to ensure that the candidate is able to demonstrate and discuss they are able to 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, fragile material, tools and equipment, components and liquids.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
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			
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 workspace 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			
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 • fragile material			

	• tools and equipment • Components • 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

Installing suspended ceiling systems in the workplace							
GQA Ref	125v4	Regulatory Ref	A/651/2463	Level	2	Credit Value	24
<u>Aims</u> The aim of this unit is to ensure that the candidate is able to demonstrate they are able to install at least four of the following suspended ceiling systems to given working instructions, proprietary suspended ceilings, including repairs, specialist proprietary suspended ceilings for ambient temperature controlled and/or passive fire controlled areas, proprietary metal furring (MF) ceilings, concealed and exposed grid ceilings – mineral and/or metal, metal and/or mineral plank ceilings and rafts and/or baffles acoustic sections.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing suspended ceiling 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 and current guidance/regulations associated with the installation of suspended ceilings					
2. Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, 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 and healthy working practices when installing suspended ceiling 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 installing suspended ceiling systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing suspended ceiling 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 defined by the principles of prevention should be used, relating to installing suspended ceiling systems, and the types, purpose and limitations of each type, the work situation and the general work environment 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 activities			
4. Select the required quantity and quality of resources for the methods of work to install suspended ceiling 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: • tiles, grid components, hangers, battens, braces, pattresses, proprietary fittings, insulation, panels, sealants, fixings • hand tools, portable power tools and equipment			
	4.3 Describe how to confirm that the resources and materials conform to the specification			

	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe any potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install suspended ceiling systems			
5. Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean workspace			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing suspended ceiling 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			
7. Comply with the given contract information to install suspended ceiling systems to the required specification	7.1 Demonstrate the following work skills when installing suspended ceiling systems: measuring, marking out, fitting, positioning and securing			

	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install at least four of the following suspended ceiling systems to given working instructions: • proprietary suspended ceilings, including repairs • specialist proprietary suspended ceilings for ambient temperature controlled and/or passive fire-controlled areas • proprietary metal furring (MF) ceilings • concealed and exposed grid ceilings – mineral and/or metal • metal and/or mineral plank ceilings • rafts and/or baffles acoustic sections			

	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 and follow the installation quality requirements • establish the suitability of the existing substrate • check vertical and horizontal datum • ensure the use of an appropriate fixing regime • identify the location of, and work around, mechanical and electrical services • install proprietary suspended ceilings, specialist proprietary suspended ceilings (for ambient temperature controlled and/or passive fire-controlled areas) and proprietary metal furring (MF) ceilings • install concealed and exposed grid ceiling – mineral and/or metal, metal and/or mineral plank ceilings and rafts and/or baffles acoustic sections • carry out repairs • clean and check stability of ambient/temperature-controlled specialist proprietary suspended ceilings • check and confirm seal of panel joints ceilings • install light fittings and grilles to proprietary suspended ceilings • install fire, smoke, sound and thermal cavity barriers • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery • use hand tools, portable power tools and equipment • work at height • use access equipment			
	7.5 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.6 Describe the needs of other occupations and how to communicate effectively within a team when installing suspended ceiling systems			
	7.7 Describe how to maintain the tools and equipment used when installing suspended ceiling systems			

Assessor Comments/Feedback

Installing and relocating modular demountable partition systems in the workplace							
GQA Ref	127v3	Regulatory Ref	D/651/2455	Level	2	Credit Value	35
Aims The aim of this unit is to ensure that the candidate is able to demonstrate they are able to install and relocate modular demountable partition systems, including doors, trims/mouldings and junctions to given working instructions.							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing and relocating modular demountable partition 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 and current guidance/regulations associated with installing and re-locating modular demountable partition systems					
2. Know how to comply with relevant legislation and official guidance when installing and relocating modular demountable partition systems		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, 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 and healthy working practices when installing and relocating modular demountable partition 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 installing and relocating modular demountable partition systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing and relocating modular demountable partition 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 installing and relocating modular demountable partition 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) • local exhaust ventilation (LEV)			
	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 activities			
4. Select the required quantity and quality of resources for the methods of work to install and relocating modular demountable partition 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: - panels, framing sections/track, glass, doors, ironmongery, mouldings, trims, fixings, fittings - hand tools, portable power tools and equipment			
	4.3 Describe how to confirm that the resources and materials conform to the specification			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe any potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure when installing and relocate modular demountable partition systems			
5. Minimise the risk of damage to the work and surrounding area when installing and relocating modular demountable partition systems	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean workspace			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing and relocating modular demountable partition 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			
7. Comply with the given contract information to install and relocate modular demountable partition systems to the required specification	7.1 Demonstrate the following work skills when installing and relocating modular demountable partition systems: • measuring, marking out, fitting, finishing, positioning and securing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install and relocate modular demountable partition systems, including doors, trims/mouldings and junctions to given working instructions			
	7.4 Install glass panels and blinds			
	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 and follow the installation quality requirements • check vertical and horizontal datum • establish the suitability of the existing substrate • ensure the use of an appropriate fixing regime • identify the location of, and work around, mechanical and electrical services • install and relocate modular demountable partition systems • hang doors; fix mouldings and trims; apply wall coverings; install glazing • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery • use hand tools, portable power tools and equipment • work at height • use access equipment			
	7.6 Describe how fire spreads through a building and how to impede it and protect the structure			

Installing and relocating operable partition systems in the workplace							
GQA Ref	769v2	Regulatory Ref	F/651/2456	Level	2	Credit Value	35
Aims The aim of this unit is to ensure that the candidate is able to demonstrate the following work skills when installing and relocating operable partition systems including measuring, marking out, fitting, finishing, positioning and securing.							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing and relocating operable partition 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 and official guidance/regulations associated with installing and relocating operable partition systems					
2. Know how to comply with relevant legislation and official guidance when installing and relocating operable partition sy		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: in the workplace, 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 and healthy working practices when installing and relocating operable partition 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 installing and relocating operable partition systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing and relocating operable partition 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 installing and relocating operable partition systems and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • local exhaust ventilation (LEV) • 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 activities			
4. Select the required quantity and quality of resources for the methods of work to install and relocate operable partition 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: • track sections and associated support fixings, panels • fittings and fixings • hand tools, manual handling equipment, portable power tools			
	4.3 Describe how to confirm that the resources and materials conform to the specification			

	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe any potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install and relocate operable partition systems			
5. Minimise the risk of damage to the work and surrounding area when installing and relocating operable partition systems	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean workspace			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing and relocating operable partition 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			
7. Comply with the given contract information to install and relocate operable partition systems. to the required specification	7.1 Demonstrate the following work skills when installing and relocating operable partition systems: measuring, marking out, fitting, finishing, positioning and securing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			

	7.3 install and/or relocate two of the following operable partition systems, to given working instructions • sliding/folding wall • operable wall • non-acoustic glass wall • vertically rising wall • accordion wall			
	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 and follow the installation quality requirements • check vertical and horizontal datum • understand safe handling requirements for large and heavy panels • safe use of serviceable mechanical handling equipment for large and heavy panels • ensure the suitability of the existing substrate and structural support has been confirmed • ensure the use of an appropriate fixing system • identify the location of, and work around, mechanical and electrical services • install sliding/folding wall, operable wall, non-acoustic glass wall, vertically rising wall and accordion wall operable partition systems including passdoors • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery • direct and guide the operations and movement of plant and machinery • use hand tools, portable power tools and equipment • work at height • use access equipment			
	7.5 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing and relocating operable partition systems			

	7.7 Describe how to maintain the tools and equipment used when installing and relocating operable partition systems			
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Assessor Comments/Feedback

Installing and relocating glass partition/internal screen systems in the workplace							
GQA Ref	770v2	Regulatory Ref	H/651/2457	Level	2	Credit Value	32
Aims The aim of this unit is to ensure that the candidate is able to demonstrate they are able to install and relocate three of the following non fire rated and/or fire rated glass partition/internal screen systems, including glass, trims and mouldings, doorsets and ironmongery, to given working instructions frameless glazed, framed glazed, factory fabricated and internal curtain wall.							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing and relocating glass partition/internal screen 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 statement, risk assessments, manufacturers' information and official guidance/regulations governing buildings associated with installing and relocating glass partitioning systems					
2. Know how to comply with relevant legislation and official guidance when installing and relocating glass partition/internal screen systems		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: in the workplace, 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 and healthy working practices when installing and relocating glass partition/internal screen 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 installing and relocating glass partition/internal screen systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing and relocating glass partition/internal screen 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 installing and relocating glass partition/internal screen systems and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • collective protective measures • local exhaust ventilation (LEV) • 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 activities			
4. Select the required quantity and quality of resources for the methods of work to install and	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment			

relocate glass partition/internal screen systems	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: - panels, framing sections/track, glass, doors, ironmongery, trims, sealants, fitting and fixings - hand tools, portable power tools and equipment			
	4.3 Describe how to confirm that the resources and materials conform to the specification			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe any potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install and relocate glass partition/internal screen systems			
5. Minimise the risk of damage to the work and surrounding area when installing and relocating glass partition/internal screen systems	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean workspace			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing and relocating glass partition/internal screen 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			
7. Comply with the given contract information to install and relocate glass partition/internal screen systems to the required specification	7.1 Demonstrate the following work skills when installing and relocating glass partition/internal screen systems: measuring, marking out, fitting, finishing, positioning and securing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install and relocate three of the following non fire rated and/or fire rated glass partition/internal screen systems, including glass, trims and mouldings, doorsets and ironmongery, to given working instructions - frameless glazed - framed glazed - factory fabricated - internal curtain wall			
	7.4 Apply sealants			
	7.5 Demonstrate the safe handling of large, framed components and glass panes			
	7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: - identify and follow the installation quality requirements - check vertical and horizontal datum - confirm that the appropriate fire, acoustic and structural tests have been carried out - ensure the suitability of the existing substrate - ensure the use of an appropriate fixing system - identify the location of, and work around, mechanical and electrical services - install non fire rated and/or fire rated frameless glazed, framed glazed, factory fabricated and internal curtain wall systems - install toughened glass, laminated glass, fire rated glass and double glazed units - install trims and mouldings, doorsets, aluminium frames and ironmongery - install blinds and manifestations			

	• apply sealant • carry out repairs • dismantle and relocate glass partition/internal screen systems • understand handling requirements for large and heavy panels • handle toughened, laminated and fire rated glass and double glazed units • use serviceable mechanical and non-mechanical handling equipment for large and heavy panels • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery • direct and guide the operations and movement of plant and machinery • use hand tools, portable power tools and equipment • work at height • use access equipment • use fall arrest systems			
	7.7 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.8 Describe the needs of other occupations and how to effectively communicate within a team when installing and relocating glass partition/internal screen systems			
	7.9 Describe how to maintain the tools and equipment used when installing and relocating glass partition/internal screen systems			

Assessor Comments/Feedback

Installing plasterboard linings in the workplace							
GQA Ref	130v3	Regulatory Ref	K/651/2459	Level	2	Credit Value	21
<u>Aims</u> The aim of this unit is to ensure that the candidate is able to demonstrate they are able to install plasterboard linings to one of following, including forming openings and carrying out repairs, to given working instructions to timber and/or metal (tacking) or to solid backgrounds by direct bonding (dot and dab)							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing plasterboard linings		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 guidance/regulations associated with installing plasterboard linings					
2. Know how to comply with relevant legislation and official guidance when installing plasterboard linings		Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, 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 and healthy working practices installing plasterboard linings	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 installing plasterboard linings			
	3.2 Demonstrate compliance with given information and relevant legislation when installing plasterboard linings 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 plasterboard linings, 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)			
	3.4 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 activities			
4. Select the required quantity and quality of resources for the methods of work to install plasterboard linings	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: - wallboards, thermal boards, glass reinforced gypsum board, bonding compounds, fixings, fittings - hand tools, portable power tools and equipment			
	4.3 Describe how to confirm that the resources and materials conform to the specification			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install plasterboard linings			
5. Minimise the risk of damage to the work and surrounding area when installing plasterboard linings	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean work space			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing plasterboard linings	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 install plasterboard linings to the required specification	7.1 Demonstrate the following work skills when installing plasterboard linings: measuring, marking out, fitting, finishing, positioning and securing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install plasterboard linings to one of following, including forming openings and carrying out repairs, to given working instructions: - to timber and/or metal (tacking) - to solid backgrounds by direct bonding (dot and dab)			
	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 and follow the installation quality requirements - check vertical and horizontal datum - establish the suitability of the existing substrate - ensure the use of an appropriate fixing regime - identify the location of, and work around, mechanical and electrical services - install and repair plasterboard linings to timber and metal (tacking) and by direct bonding to solid backgrounds (dot and dab) - form openings - recognise and determine when specialist skills and knowledge are required and report accordingly - work with, around and in close proximity to plant and machinery - use hand tools, portable power tools and equipment - work at height - use access equipment			

	7.5 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.6 Describe the needs of other occupations and how to communicate effectively within a team when installing plasterboard linings			
	7.7 Describe how to maintain the tools and equipment used when installing plasterboard linings			

Assessor Comments/Feedback

Installing dry lining systems in the workplace							
GQA Ref	129v4	Regulatory Ref	J/651/2458	Level	2	Credit Value	32
<u>Aims</u> The aim of this unit is to ensure that the candidate is able to demonstrate they are able to install at least two of the following systems to given working instructions, including fixing deflection heads, forming openings and junctions, and carrying out repairs twin walls, staggered studs, service shaft partitions, curved walls, walls over three metres high.							
<u>Assessment Guidance</u> Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable.							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1. Interpret the given information relating to the work and resources when installing dry lining 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 and current guidance/regulations associated with installing dry lining systems					
2. Know how to comply with relevant legislation and official guidance when installing dry lining systems		2.1 Describe their responsibilities potential accidents, health hazards and the environment whilst working: in the workplace, 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 and healthy working practices when installing dry lining 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 installing dry lining systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing dry lining 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 installing dry lining 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) • local exhaust ventilation (LEV)			
	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-			
4. Select the required quantity and quality of resources for the methods of work to install dry lining 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: • panels, plasterboards, metal sections, timber battens, fixings, fittings • hand tools, portable power tools and equipment			

	4.3 Describe how to confirm that the resources and materials conform to the specification			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources			
	4.6 Describe any potential hazards associated with the resources and methods of work			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install dry lining systems			
5. Minimise the risk of damage to the work and surrounding area when installing dry lining systems	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures			
	5.2 Maintain a clean workspace			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance			
6. Complete the work within the allocated time when installing dry lining 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			
7. Comply with the given contract information to install dry lining systems to the required specification	7.1 Demonstrate the following work skills when installing dry lining systems: measuring, marking out, fitting, positioning and securing			

	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Install the following, including fixing deflection heads, forming openings and junctions, and carrying out repairs, to given working instructions • metal stud partitions • metal furring ceilings • framed wall linings • framed and frameless beam and column encasement systems			
	7.4 Install at least two of the following systems to given working instructions, including fixing deflection heads, forming openings and junctions, and carrying out repairs • twin walls • staggered studs • service shaft partitions • curved walls • walls over three metres high			
	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 and follow the installation quality requirements • check vertical and horizontal datum • establish the suitability of the existing substrate • identify the location of, and work around, mechanical and electrical services • ensure the use of an appropriate fixing regime • fix deflection heads • install dry lining systems including metal stud partitions, metal furring ceilings, wall linings, framed and frameless beam and column encasement systems • form openings and junctions • repair damaged partitions and ceilings • install twin walls, staggered studs and service shaft partitions • form and install curved walls • install walls over three metres high • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery			

	• use hand tools, portable power tools and equipment • work at height • use access equipment			
	7.6 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing dry lining systems			
	7.8 Describe how to maintain the tools and equipment used when installing dry lining systems			

Assessor Comments/Feedback

Finishing dry lining walls and ceilings in the workplace							
GQA Ref	618V3	Regulatory Ref	R/651/4379	Level	2	Credit Value	25
<u>Aims</u> The aim of this unit is to ensure that the Candidate has the skills and knowledge required to finish dry lining walls and ceilings to specification and in accordance with safe working practices. More specifically, candidates must demonstrate their competence to carry out three of the following to given working instructions: - tape and joint by hand and/or mechanical methods - form internal and external angles - priming/protection/top coat. - skim plaster finish.							
<u>Assessment Guidance</u> This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.							
Learning outcome; The learner will:		Assessment criteria: The learner can:			Evidence Ref No.		
					1	2	3
1. Interpret the given information relating to the work and resources when finishing dry lining walls and ceilings		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 guidance/regulations associated with finishing dry lining walls and ceilings.					
2. Know how to comply with relevant legislation and official guidance when finishing dry lining walls and ceilings		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: in the workplace, 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 finishing dry lining walls and ceilings.	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 finishing dry lining walls and ceilings.			
	3.2 Demonstrate compliance with given information and relevant legislation when finishing dry lining walls and ceilings 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 finishing dry lining walls and ceilings, 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).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 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.			
4. Select the required quantity and quality of resources for the methods of work to finish dry lining and ceilings	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: • tapes, scrims, angle beads, jointing and finishing compounds, primers, top coats • skimming plasters • clean water, polythene • hand tools, portable power tools and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly, how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			

	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to finish dry lining walls and ceilings.			
5. Minimise the risk of damage to the work and surrounding area when finishing dry lining walls and ceilings	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clean workspace.			
	5.3 Dispose of waste in accordance with current legislation			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when finishing dry lining walls and ceilings.	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 finish dry lining walls and ceilings to the required specification	7.1 Demonstrate the following work skills when finishing dry lining walls and ceilings: measuring, fitting, applying, finishing, positioning and securing.			
	7. 2 Use and maintain hand tools, portable power tools and ancillary equipment.			
	7. 3 Carry out three of the following to given working instructions: - tape and joint by hand and/or mechanical methods - form internal and external angles - apply priming/protection/top coat. - Apply skim plaster finish.			
	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 and follow the application quality requirements - identify the location of, and work around, electrical and mechanical services - tape and joint by hand and mechanical methods - form internal and external angles			

	• apply primers, protection coats, top coats • apply skim plaster finish • recognise and determine when specialist skills and knowledge are required and report accordingly • work with, around and in close proximity to plant and machinery • use hand tools, portable power tools and equipment • work at height • use access equipment			
	7.5 Describe how fire spreads through a building and how to impede it and protect the structure			
	7.6 Describe the needs of other occupations and how to communicate effectively within a team when finishing dry lining walls and ceilings.			
	7.7 Describe how to maintain the tools and equipment used when finishing dry lining walls and ceilings.			

Assessor Comments/Feedback

Notes

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