



GQA LEVEL 3 NVQ DIPLOMA IN INTERIOR SYSTEMS V3 (CONSTRUCTION)

Qualification Number
610/4449/0

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PERSONAL COMPETENCE SUMMARY

Name		Company/Centre			
Job Title		GQA Registration Number			
	UNITS OF COMPETENCE			ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	Mandatory Units	Level	Credit		
D/651/2356 209v2	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	10		
F/651/2357 210v3	Developing and Maintaining Good Occupational Working Relationships in the Workplace	3	8		
H/651/2358 211v2	Confirming the Occupational Method of Work in the Workplace	3	11		
J/651/2359 218v3	Co-ordinating and Confirming Dimensional Control Requirements of the Work in the Workplace	3	9		
M/651/2359 641v2024	Conforming to General Health, Safety and Welfare in the Workplace.	1	2		
Pathway					

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

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

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

Passport Style
 Candidate Photo
 (Mandatory)

COMPETENCE COMPLETION SIGNATURES

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

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at 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 5 mandatory units and then 3 Pathways - Complex Suspended Ceiling Systems, Stretched Ceilings and Service Operable Walls. The mandatory units have a total credit value of 40 credits; candidates must then achieve all credits from the selected Pathway. The qualification has a minimum credit value of 79 credits.

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

This qualification is at Level 3, 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 and carry out the installation work in situations that have complex requirements.

Unit Ref	Mandatory units	Level	Credit
D/651/2356	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	3	10
209v2			
F/651/2357	Developing and Maintaining Good Occupational Working Relationships in the Workplace	3	8
210v3			
H/651/2358	Confirming the Occupational Method of Work in the Workplace	3	11
211v2			
J/651/2359	Co-ordinating and Confirming Dimensional Control Requirements of the Work in the Workplace	3	9
218v3			
M/651/2359	Conforming to General Health, Safety and Welfare in the Workplace.	1	2
641v2024			
Pathway 1 - Complex Suspended Ceiling Systems			
R/651/2361	Installing Complex Suspended Ceiling Systems in the Workplace	3	39
571v3			
Pathway 2 - Stretched Ceilings			
T/651/2362	Installing stretched ceilings in the workplace	3	39
783v2			
Pathway 3 - Service Operable Walls			
Y/651/2363	Installing and relocating operable partition systems in the workplace	2	35
769v2			
A/651/2364	Servicing, maintaining and repairing operable partition wall systems in the workplace	3	40
820v1			

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

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 verification and hold the EQA national 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 EV'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 a minimum of 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 Verification process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

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

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

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

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

4. Evidence

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

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

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

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

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

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

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

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

The answer can only be:

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

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

Performance evidence

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

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

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

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

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

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable

The exceptions to this are:

- 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, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

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

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

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

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

Collation of Evidence for Level 3 Qualifications

The definition of a Level 3 NVQ/SVQ is that competence in a broad range of varied work activities is performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often required.

By the very nature of this, it is anticipated that Level 3 candidates will be able to provide evidence of their achievement drawn from successful work activities or projects, in other words, real examples of their work over time and range. All evidence should be dated, signed and authenticated/authorised by a recognised responsible person.

The following comments will help in the planning of evidence collection for Level 3 qualifications:

- Level 3 assessments are not normally carried out by the use of checklists
- Level 3 candidates are encouraged to provide evidence of their achievements drawn from their actual current work activities
- In many cases, evidence of achievement is not difficult to find
- Level 3 candidates should produce a CV that clearly indicates their relevant experience and achievement that contribute to the qualification
- A collation of evidence in the form of a Level 3 portfolio may be used to demonstrate competence against the standard
- The evidence must be cross referenced against the NVQ/SVQ standard (and where necessary justified)
- It may be appropriate for Level 3 candidates to undertake the related Level 2 qualification or some Level 2 units as a milestone/interim qualification
- Level 3 qualifications may include units of competence from Level 2 qualifications. If the candidate has already achieved any unit(s) and is regarded as currently competent then he/she will not be required to be reassessed on the same unit(s)
- Assessors will need to carry out performance and knowledge assessments for units/elements/pes etc but the need for ongoing formal observations should not be as great if the candidate has produced a quality portfolio

Some aspects of evidence may be subjected to independent assessment or enhanced external verification to satisfy the requirements of the standards setting body's assessment strategy

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 in 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.

[illegible]

Confirming work activities and resources for an occupational work area in the workplace							
GQA Ref	209v2	Regulatory Ref	D/651/2356	Level	3	Credit Value	10
<u>Aims</u> The aim of this unit is to ensure that the Candidate has the skills and knowledge required to Identify work activities which influence each other and make the best use of the resources available. Candidates will also be able to evaluate which work activities make the best use of available resources in relation to occupations and/or customers associated with the work, tools, plant and/or ancillary equipment and the materials and components needed.							
<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. Identify work activities, assess required resources and plan the sequence of work	1.1 Identify work activities, assess required resources and plan the sequence of work						
	1.2 Identify work activities and formulate a plan for their own sequence of work						
	1.3 Explain the types of work relative to the occupational area and how to identify different work activities						
	1.4 Explain methods of assessing the resources needed from a range of available information						
	1.5 Explain the required information and the different methods used to prepare a work programme relative to the occupational area						
2. Obtain clarification and advice where the resources required are not available	2.1 Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available						
	2.2 Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available						
3. Evaluate the work activities and the requirements of any significant external factors against the project requirements	3.1 Assess progress of work against project requirements, taking into account external factors relating to: • other occupations and /or customers • resources • weather conditions • health and safety requirements						

	3.2 Explain different methods of evaluating work activities against the following project requirements: • contract conditions • contract programme • health and safety requirements of operatives			
	3.3 Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: • other related programmes • special working conditions • weather conditions • other occupations/people • resources • health and safety requirements			
4. Identify work activities which influence each other and make the best use of the resources available	4.1 Determine work activities that have an influence on each other			
	4.2 Evaluate which work activities make the best use of available resources in relation to: • occupations and/or customers associated with the work • tools, plant and/or ancillary equipment • materials and components			
	4.3 Explain different methods and sources that can identify which work activities influence each other			
	4.4 Describe how to determine the sequence of work activities and how long each work activity will take			
	4.5 Describe what zero and low carbon requirements are			
	4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment			
5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers	5.1 Evaluate project progress against the work programme to identify any changed circumstances			
	5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme			
	5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements			

	5.4 Explain how to assess contractual/work effects resulting from alterations to the work programme			
	5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme			

Assessor Comments/Feedback

Developing and maintaining good occupational working relationships in the workplace							
GQA Ref	210v3	Regulatory Ref	F/651/2357	Level	3	Credit Value	8
Aims The aim of this unit is to ensure that the candidate can explain the different ways of offering advice and help to different people about work activities, in relation to progress, results, achievements, occupational problems, occupational opportunities, health and safety requirements and co-ordinated work.							
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. 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 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area						
	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)						
	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 public) • for theft			

	5.2 State how security arrangements are implemented in relation to the workplace, the public, site personnel and resources			
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Assessor Comments/Feedback

Confirming the occupational method of work in the workplace							
GQA Ref	211v2	Regulatory Ref	H/651/2358	Level	3	Credit Value	11
<u>Aims</u> The aim of this unit is to ensure that the candidate can explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to health and safety welfare (principles of protection), fire protection, access and egress, equipment availability, availability of competent workforce, pollution risk, waste and disposal, zero and low carbon outcomes and weather conditions.							
<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. Assess available project data accurately to determine the occupational method of work		1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work					
		1.2 Explain how to summarise the following project data: - required quantities - specifications - detailed drawings - health and safety requirements - timescales - scope of works					
		1.3 Explain the different methods of assessing available project data					
		1.4 Explain how to use project data to interpret the work method, In relation to: - standard work procedures - sequence of work - organisation of resources (people, equipment, materials) - work techniques - working conditions (health, safety and welfare) - risk assessment					
2. Obtain additional information from alternative sources in cases where the available project data is insufficient		2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.					

	2.2 Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: • customers or representatives • suppliers • regulatory authorities • manufacturer's literature			
3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements	3.1 Examine potential work methods to carry out the occupational work activity.			
	3.2 Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria			
	3.3 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: • health and safety welfare (principles of protection) • fire protection • access and egress • equipment availability • availability of competent workforce • pollution risk • waste and disposal • zero and low carbon outcomes • weather conditions			
	3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: • conforming to statutory requirements • customer and user needs • contract requirements in terms of time, quantity and quality • environmental considerations			
	3.5 Explain how different methods of work can achieve zero/low carbon outcomes			
4. Confirm and communicate the selected work method to relevant personnel	4.1 Confirm the selected occupational work method that meets project, statutory and contractual requirements.			
	4.2 Communicate appropriately to relevant people on the selected occupational work method			

	4.3 Describe the different techniques and methods of confirming and communicating work methods to relevant people			
	4.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others			

Assessor Comments/Feedback

Co-ordinating and confirming the dimensional control requirements of the work in the workplace							
GQA Ref	218v3	Regulatory Ref	J/651/2359	Level	3	Credit Value	9
Aims The aim of this unit is to ensure that the candidate can explain how to identify and record circumstances and conditions that may affect and require revisions to the dimensional controls in relation to land, water, obstacles, climate variation, live conditions, utilities and health and safety.							
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. Co-ordinate with and communicate the dimensional control information to work colleagues	1.1 Source accurate dimensional control information to allow the work being carried out to be positioned, lined and levelled						
	1.2 Record and report the dimensional control information provided to work colleagues to allow conformance with contract specifications						
	1.3 Explain different methods of co-ordinating with work colleagues in order to enable them to position, line and level the work						
	1.4 Explain the different methods of communicating dimensional control information to work						
2. Confirm and measure the dimensional controls and maintain them to the specified work requirements	2.1 Identify, confirm and record a range of dimensional controls, setting out points, lines and profiles to meet contract specifications						
	2.2 Maintain accurate dimensional controls, setting out points, lines and profile in accordance with contract specifications						
	2.3 Explain the different methods of measuring and recording the following dimensional controls and setting out points, lines and profiles: • lines • levels • angles • distances • curves • calibrations • tolerances						

	2.4 Describe different methods of confirming and maintaining dimensional control, setting out points, lines and profiles			
3. Check and ensure measuring and recording equipment meets the specified tolerances	3.1 Undertake and record the checks made to a range of measuring and recording equipment relative to the occupational work environment or project type.			
	3.2 Explain the methods used to check mechanical, optical and electronic measuring and recording equipment applicable to the occupational area			
4. Identify any deviations in dimensional controls and ensure they are corrected in accordance with work requirements	4.1 Identify and report the circumstances and conditions that result in possible deviations in dimensional controls on a range of work being undertaken			
	4.2 Plan, record and implement corrective action that allows the work to meet project requirements			
	4.3 Describe the methods used to identify and report deviations in position, line and level, arising from: • transfer of lines and levels • use of wrong lines and levels			
	4.4 Explain the different methods of reporting and correcting deviations in position, line and level to meet work requirements			
	4.5 Explain how to identify and record circumstances and conditions that may affect and require revisions to the dimensional controls in relation to: • land • water • obstacles • climate variation • live conditions • utilities • health and safety			

Assessor Comments/Feedback

Confirming work activities and resources for an occupational work area 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 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 all workplace health, safety and welfare legislation requirements		1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area					
		1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements					
		1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment					
		1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)					
		1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions					
		1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment					
		1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area					

	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work			
2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures			
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities			
	2.3 List the current Health and Safety Executive top ten safety risks			
	2.4 List the current Health and Safety Executive top five health risks			
	2.5 State how changing circumstances within the workplace could cause hazards			
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace			
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

Installing complex suspended ceiling systems in the workplace							
GQA Ref	571v3	Regulatory Ref	R/651/2361	Level	3	Credit Value	39
Aims The aim of this unit is to ensure that the candidate can demonstrate how to Install four of the following given working instructions and carry out repairs to all curved ceilings, sloping ceilings, floating ceilings/canopies, complex ceiling voids, plasterboard margin interfaces and rafts and/or baffles acoustic sections							
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 complex 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 installing complex suspended ceiling systems					
2. Know how to comply with relevant legislation and official guidance when installing complex 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 complex 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 complex suspended ceiling systems			
	3.2 Demonstrate compliance with given information and relevant legislation when installing complex 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 should be used, relating to installing complex suspended ceiling 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 complex 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, patresses, insulation, panels, sealants, 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 complex suspended ceiling systems			
5. Minimise the risk of damage to the work and surrounding area when installing complex 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 complex 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 complex suspended ceiling systems to the required specification	7.1 Demonstrate the following work skills when installing complex suspended ceiling 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 four of the following given working instructions and carry out repairs to all: • curved ceilings • sloping ceilings • floating ceilings/canopies • complex ceiling voids • plasterboard margin interfaces • 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 • ensure the use of an appropriate fixing regime • check vertical and horizontal datum • identify the location of, and work around, electrical and mechanical services • install and repair curved ceilings, sloping ceilings, floating ceilings/canopies, complex ceiling voids, plasterboard margin interfaces, structural fire protective ceilings and rafts and/or baffles acoustic sections • 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 complex suspended ceiling systems			
	7.7 Describe how to maintain the tools and equipment used when installing complex suspended ceiling systems			

Assessor Comments/Feedback

Installing stretched ceilings in the workplace							
GQA Ref	783v2	Regulatory Ref	T/651/2362	Level	3	Credit Value	39
<u>Aims</u> The aim of this unit is to ensure that the candidate can demonstrate how to install proprietary stretched ceilings to given working instructions, including fix peripheral rails, heat the work area to 100° Fahrenheit using gas heaters, install proprietary stretched ceilings, reduce the heat to normal room temperature and carry out any repairs							
<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 stretched 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: surveys, drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current guidance/regulations associated with the installation and repairing of stretched ceilings					
2. Know how to comply with relevant legislation and official guidance when installing stretched ceilings		2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: in the workplace, below ground level, in confined spaces, in high temperature environments, 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 stretched 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 installing stretched ceilings			
	3.2 Demonstrate compliance with given information and relevant legislation when installing stretched ceilings in relation to the following: • safe use of access equipment/working platforms • safe use, storage and handling of materials, tools and equipment • specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing stretched 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) • fire prevention measures associated with gas heaters			
	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 stretched ceilings	4.1 Select resources associated with own work in relation to materials, components, fixings, gas heaters, tools and equipment			

	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • peripheral rails • stretched ceiling material, proprietary fittings, insulation, panels, sealants, fixings • gas heaters and bottles • 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 stretched ceilings			
5. Minimise the risk of damage to the work and surrounding area when installing stretched 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 installing stretched 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 install stretched ceilings to the required specification	7.1 Demonstrate the following work skills when installing stretched ceilings: measuring, marking out, fixing, fitting, positioning and securing			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment			
	7.3 Carry out a measurement survey prior to installation			
	7.4 Install proprietary stretched ceilings to given working instructions, including: - fix peripheral rails - heat the work area to 100° Fahrenheit using gas heaters - install proprietary stretched ceilings - reduce the heat to normal room temperature - carry out any repairs			
	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 - establish the suitability of the existing substrate - carry out a measurement survey prior to installation - check vertical and horizontal datum - ensure the use of an appropriate fixing regime - identify the location of, and work around, mechanical and electrical services - provide independent support for mechanical and electrical fittings - fix peripheral rails - heat the work area to 100° Fahrenheit using gas heaters - install proprietary stretched ceilings - install light fittings, grilles and other ceiling mounted services - reduce the heat to normal room temperature			

	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 effectively communicate within a team when installing stretched ceilings			
	7.8 Describe how to maintain the tools and equipment used when installing stretched ceilings			

Assessor Comments/Feedback

Installing and relocating operable partition systems in the workplace							
GQA Ref	769v2	Regulatory Ref	Y/651/2363	Level	2	Credit Value	35
Aims The aim of this unit is to ensure that the candidate can demonstrate the installation 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 and accordion 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 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 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 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 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 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			

Assessor Comments/Feedback

Servicing, maintaining and repairing operable partition wall systems in the workplace							
GQA Ref	820v1	Regulatory Ref	A/651/2364	Level	3	Credit Value	40
Aims The aim of this unit is to ensure that the candidate can demonstrate how to Service, maintain and repair operable partition wall systems including manual and/or automatic and/or semi-automatic to given working instructions for sliding and/or folding walls, operable walls, non-acoustic glass walls, vertically rising walls and/or accordion walls.							
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 servicing, maintaining, and repairing operable partition wall systems	1.1 Interpret and extract relevant information from: • drawings • specifications • schedules • method statements • risk assessments • 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 • current regulations governing buildings						
2. Know how to comply with relevant legislation and official guidance when servicing, maintaining, and repairing operable partition wall systems	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • in the workplace • below ground level • in confined spaces • at height • with tools and equipment						

	• with materials and substances • with the movement and storage of materials 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 • operative • vehicles			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports			
	2.4 Describe the types of fire extinguishers available and describe how and when they are used for: • water • CO₂ • foam • powder			
3. Maintain safe and healthy working practices when servicing, maintaining, and repairing operable partition wall systems	3.1 Use health and safety control equipment safely and comply with the methods of work in accordance with current legislation and organisational requirements			
	3.2 Demonstrate compliance with given information and relevant legislation in relation to at least four of the following: • methods of work • safe use of health and safety control equipment • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • safe use of lifting equipment, accessories, and props • specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, 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 - emergencies relating to occupational activities - other task related activities			
4. Select the required quantity and quality of resources for the methods of work to servicing, maintaining, and repairing operable partition wall systems	4.1 Select resources associated with own work in relation to: - materials, components, and fixings - tools and equipment			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations, and defects associated with the resources in relation to: - measuring and levelling equipment - materials - adhesives and fillers - fittings and fixings - consumables - tools, and/or portable powered 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 and procedure to servicing, maintaining, and repairing operable partition wall systems			
5. Minimise the risk of damage to the work and surrounding area when servicing, maintaining, and repairing operable partition wall 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 clear and tidy 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 • 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 • official guidance			
6. Complete the work within the allocated time when servicing, maintaining, and repairing operable partition wall systems	6.1 Demonstrate completion of the work within the estimated, allocated time			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • types of productivity targets and time scales how times are estimated • organisational procedures for reporting circumstances which will affect the work programme			
7. Comply with the given contract information to service, maintain, and repair operable partition wall system to the required specification	7.1 Demonstrate the following work skills: • lubricate • adjust • level • plumb • align • operate • dismantle replace • assemble			
	7.2 Use and maintain: • tools • equipment			
	7.3 Service, maintain and repair operable partition wall systems including manual and/or automatic and/or semi-automatic to given working instructions for at least two of the following: • sliding and/or 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 system and source service, maintenance information, parts manuals, guides, electronic data, and cross reference • identify requirements of periodic, scheduled and event-based servicing methods for partition systems • secure components and ensure systems are safe for ongoing service, maintenance, and repairs • use lifting equipment and accessories • control and guide lifting appliances • dismantle partition systems, parts and components • recognise parts and components of operable partition wall systems • recognise and confirm manufacturer systems • store, protect and secure removed materials, parts and components • clean parts and components • diagnose and identify faults • repair and replace faulty, damaged, worn, and unserviceable parts and components in compliance with manufacturers specifications • repair and/or replace damaged materials • assemble operable wall systems • check power sources and supplies, as applicable to the isolator • complete running and safe operation checks • recognise and determine when specialist skills and knowledge are required and report accordingly • complete reports and debrief client • identify and follow the installation quality requirement • work with, around and in close proximity to plant and machinery • use tools, and equipment • work at height • use access equipment			
	7.5 Describe the needs of other occupations and how to communicate effectively within a team			
	7.6 Describe how to maintain the tools and equipment used			

Assessor Comments/Feedback

Notes

Notes



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