



SVQ in Signmaking at SCQF
Level 5

Qualification Reference Number
GR42 45

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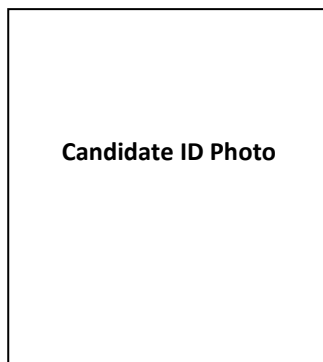
PERSONAL COMPETENCE SUMMARY

Name	Company/Centre
Job Title	GQA Registration Number

Unit Number	Mandatory Units	SCQF Level	SCQF Credit
2.01	Meet Safety, Health and Environmental Requirements in the Workplace	5	7
2.02	Develop and Maintain Effective Working Relationships in Signmaking	5	5
2.03	Provide Information About Sign Products	5	6
2.04	Maintain the Quality of Sign Products	5	8
Group A - Candidates must take a minimum of 2 units			
Group B - Candidates must take a minimum of 1 unit			

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

Observation in the workplace		Simulation(s)	
Oral assessment of knowledge		Work records	
Written work/assignment		Photographs/Video	
Witness statement(s)		Audio	
Testimonial(s)		Products	
Other (please state)			



	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

INTRODUCTION TO THE QUALIFICATION

Who is this qualification for?

This qualification is aimed at those who undertake work in the Signmaking working environment, and has been developed from the Signmaking National Occupational Standards (NOS).

It is not expected that all working in these sectors will all carry out the same activities, so the qualification is structured to ensure that there is a high degree of flexibility in the choice of units, giving the opportunity to complete this qualification for a wide range of occupational roles and activities including both production and installation activities.

The standard covers the most important aspects of the job. This qualification is at SCQF level 5, and should be taken by those who are fully trained to deal with routine assignments and who can carry out the work with minimal supervision.

What is required from candidates?

Candidates should achieve all 4 mandatory units listed below, plus a minimum of 2 of the optional units in Group A and a minimum of 1 unit from Group B.

Guidance on the evidence that will be acceptable is contained in the introduction to each unit.

Unit Number	Mandatory Units	SCQF Level	SCQF Credit
2.01	Meet Safety, Health and Environmental Requirements in the Workplace	5	7
2.02	Develop and Maintain Effective Working Relationships in Signmaking	5	5
2.03	Provide Information About Sign Products	5	6
2.04	Maintain the Quality of Sign Products	5	8
Group A - Candidates must take a minimum of 2 units			
2.05	Prepare for Sign Operations	6	7
2.06	Maintain the Work Environment	5	4
2.07	Prevent Damage During Transportation and Storage of Sign Products	5	7
2.08	Finish and Complete Signage Operations	6	7
Group B - Candidates must take a minimum of 1 unit			
2.09	Signage - Carry Out Shaping Operations	5	7
2.10	Signage - Carry Out Joining Operations	5	7
2.11	Signage - Carry Out Engraving Operations	5	7
2.12	Signage - Carry Out Etching Operations	5	7
2.13	Signage - Carry Out Hand Operations	5	7
2.14	Signage - Carry Out Spray Paint Operations	5	7
2.15	Signage - Carry Out Screen Print Operations	5	7
2.16	Signage - Carry Out Self Adhesive Operations	5	7
2.17	Signage - Carry Out Forming Operations	5	7
2.18	Signage - Carry Out Installation Operation for Signage Operations	5	7
2.19	Maintain Sign Products According to Procedures	5	7
2.20	Produce Graphical Images Using ICT	5	7
3.24	Produce Traffic Signface Designs Using Specific Computer Software	6	9
3.25	Conduct Site Survey and Prepare Signage within the Highway	6	9

Assessment Guidance

Evidence should show that the candidate can cover the scope of performance outlined for each relevant unit consistently over an appropriate period of time.

Types of evidence:

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

Potential sources of evidence:

The main sources of evidence for each unit will be observation of performance and questions to show underpinning knowledge. This can be supplemented by the following types of physical or documentary evidence:

- Work products
- Organisational documentation
- Audio/photographic/video
- Delivery records
- Witness testimony
- Professional Discussion
- Inspection reports
- Notes and memos
- Candidate statements
- Organisational reports
- Simulation of accident or emergency

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 External Quality Advisor.

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 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 EQAs 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 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 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.

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

Performance evidence

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

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

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

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

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

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed.

Simulation is generally not acceptable. The exceptions to this are:

- o Dealing with emergencies
- o Dealing with accidents
- o Certain pre-approved real time simulators
- o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

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

Knowledge evidence

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

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

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

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

SVQ CANDIDATE DECLARATION

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s)

I acknowledge receipt of this copy of the GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the SVQ. 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 understand that all evidence should be produced by me or be directly attributable to me.

I have been informed of the appeals system and have been issued with a copy of the appeals procedure, 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/centre Equal Opportunities Policy.

Candidate Signature

Date

UNIT 2.01 MEET SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS IN THE WORKPLACE (Level 5, 7 Credits)

Unit Overview

This unit is for those with responsibilities for meeting safety, health and environment requirements in the workplace. It is suitable for personnel who work within an organisation that provides them with clear instructions to work to and criteria for choosing between possible causes and solutions to the sorts of problems that can arise.

This unit deals with the following:

1. Comply with safety, health and environmental requirements in the workplace
2. Respond to accidents and incidents within the workplace

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show different examples of the learner's competence over a period of time (approximately 3 months) in activities relating to this unit.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

The use of simulation is acceptable in the assessment of this unit. All emergency assessments should be practical. Although not impossible, it is very unlikely that sufficient evidence or competence could be obtained from real emergencies. Simulations are therefore acceptable.

Assessors should try to create a real emergency atmosphere so that the candidate's urgency of response can be assessed.

Unit Detail

Performance Criteria

You must be able to:

1. check that all guards and protective devices are in position and working before starting the machine
2. use all work items provided in your workplace correctly
3. use personal protective equipment correctly and keep it in a fit state for use
4. report the loss or any obvious defects in personal protective equipment to the appropriate person immediately
5. keep your work area in safe, clean and tidy condition
6. use safe manual handling and lifting techniques when dealing with heavy and bulky items

7. follow the designated procedures to deal with hazards encountered at work
8. report any potential hazards in your work area promptly to the relevant person
9. conduct and present yourself in the workplace in ways that are safe and do not pose hazards for others
10. minimise the production of waste in the operations for which you are responsible
11. follow relevant health and safety and environmental requirements and legislation at all times
12. request appropriate assistance without delay on discovering an accident
13. take steps, on discovering an accident, which will limit further injury or damage
14. comply fully and promptly with emergency response procedures if you identify an emergency or an emergency alert is given
15. report accidents and hazardous incidents promptly to the responsible person in your work area
16. provide accurate and complete information on accidents and incidents in accordance with required procedures
17. complete accident and incident report forms clearly and accurately when required to do so

Additional Information

Personal Protective Equipment:	to include eye protection, hearing protection, safety gloves, safety footwear, hard hats and respirators/masks when appropriate
Conduct:	to include behaving safely when working alone and as a member of a team
Report Hazards that arise from:	fittings, fixtures and environmental factors in the workplace, the use and disposal of materials and substances, the use and care of equipment and accidental breakages and spillages
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures
Procedures to include the following types of emergency:	fire, contamination (e.g. from leaks, spillages, gas emission), accident and injury to persons

Knowledge and Understanding

You need to know and understand:

1. what your responsibilities are in respect of Health and Safety and environment.
2. where to obtain details about safety, health and environmental protection
3. the importance of complying with the environmental policy and objectives
4. what hazards to the environment can arise from processing operations and how to recognise them
5. the principles of safe manual handling
6. what environmental monitoring records are kept
7. what safety standards apply to your working environment

8. what the hazards associated with your working environment are, and the risks they pose
9. the effects of noise on hearing and how to use noise control equipment and ear protection
10. when it may be necessary to undertake a risk assessment
11. how to undertake a risk assessment
12. what risk control measures are in place and why it is important to comply with them
13. who to report accidents, incidents, hazards and breaches of safety standards to
14. what personal protective equipment is appropriate to different tasks, and how to use and maintain it
15. how to prevent emergencies such as fires, spills etc 16. what actions to take in an emergency
17. what alarm systems are used and when to use them
18. the action to take on hearing an alarm
19. who are the relevant personnel
20. the location and, where appropriate, the use of fire-fighting equipment
21. the effects of emergency shutdown
22. when and how to use different types of emergency response equipment
23. what legislation and organisational codes of practice are relevant
24. what are the consequences of not following legislation and organisational requirements
25. what Health and Safety and environmental requirements and legislation are relevant and how to follow them
26. what are the consequences to you and to others of not following Health and Safety and environmental legislation

Assessor Comments/Feedback

UNIT 2.02 DEVELOP AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS IN SIGNMAKING (Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to be able to develop and maintain effective working relationships with either internal or external contacts.

This unit deals with the following:

1. Develop and maintain effective working relationships in Signmaking

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show different examples of the learner's competence over a period of time (approximately 3 months) in activities relating to this unit.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. treat relevant personnel in a manner which promotes and maintains goodwill
2. promptly and willingly meet reasonable requests from relevant personnel
3. provide clear, accurate and prompt information regarding identified needs to relevant personnel
4. support and offer help to relevant personnel when requested
5. deal promptly and effectively with problems in working relationships that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the appropriate person
6. communicate all relevant information to the relevant person using the appropriate method of communication
7. maintain confidentiality according to organisational requirements at all times
8. follow relevant Health and Safety and environmental requirements and legislation at all times

Additional Information

Relevant Personnel:	colleagues in the same work group, colleagues in other work groups, immediate supervisors, those for whom you have responsibility, personnel in other departments, external contacts, clients, customers, suppliers
Needs Identified:	by self, by others
Appropriate Person:	supervisor, line manager, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. your own work role and responsibilities
2. colleagues' work roles and responsibilities
3. how to identify needs
4. ways of establishing constructive relationships
5. ways of seeking and exchanging information, advice and support
6. ways of dealing with disagreements and conflict
7. ways of dealing with confidential information
8. ways of informing and consulting with relevant others about problems and proposals use of different styles of approach in different situations
9. how to use different styles of approach in different situations
10. methods of communication to suit individual needs
11. who are the relevant others/personnel
12. what problems may occur
13. what is the appropriate action to take if there are problems
14. what are the relevant organisational reporting procedures
15. what legislation and organisational codes of practice are relevant
16. what are the consequences of not following legislation and organisational requirements
17. what Health and Safety and environmental requirements and legislation are relevant and how to follow them
18. what are the consequences to you and to others of not following Health and Safety and environmental legislation

Assessor Comments/Feedback

UNIT 2.03 PROVIDE INFORMATION ABOUT SIGN PRODUCTS (Level 5, 6 Credits)

Unit Overview

This unit covers the skills and knowledge you will need to obtain, identify, record and provide information to either clients, colleagues, line managers, supervisors, team leaders etc about sign products and services.

This unit deals with the following:

1. Obtain and record information on sign making operations
2. Provide information about sign making products and services

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. identify customer needs accurately and agree them with the customer
2. obtain information that is required by others from relevant sources using appropriate methods
3. report to the relevant personnel any potential sources and/or method of obtaining information which are outside your authority
4. ensure that the time spent on collecting information is not greater than the cost of possible benefits to the organisation
5. obtain information that is accurate, relevant and sufficient to meet agreed requirements
6. inform the relevant personnel promptly when the information required cannot be obtained within the agreed time

7. record information accurately using appropriate documentation
8. ensure that the information is stored appropriately and meets security and confidentiality requirements
9. follow relevant health and safety and environmental requirements and legislation at all times
10. provide information to authorised people and follow data protection legislation
11. ensure that the information provided is relevant, current, accurate and sufficient to meet requirements within the agreed time
12. ensure that any written information is legible and in an appropriate format
13. present information which is appropriate to the customers needs
14. when requested, provide advice within the limits of your responsibility
15. identify any problems in providing the appropriate information and inform the relevant personnel
16. ensure that all records of information are complete, current, accurate and legible
17. ensure that the information is stored appropriately and meets security and confidentiality requirements

Additional Information

Customer:	clients, another department, line managers, colleagues etc
Sources of Information:	internal, external
Method of Obtaining Information:	verbal, written
Types of Information obtained from Others:	numeric, text, images, customers, line manager, colleagues
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to identify and agree customer needs
2. who is regarded as a customer and why
3. what are acceptable sources of information and how to access them
4. what are acceptable types and methods of obtaining information and how to determine which to use for particular needs
5. which recording methods and storage places to use and why and how to use them
6. what are the consequences of using sources and methods of obtaining information which are outside of the candidate's authority without getting agreement from the relevant personnel
7. what are the consequences of spending excessive time on collecting information
8. how to determine when information obtained is accurate, relevant and sufficient to meet agreed requirements

9. what are the consequences of not meeting an agreed timescale or informing the relevant personnel promptly
10. how to record information which is complete and accurate and knowing when it is complete and accurate
11. what the consequences are for the individual and the organisation of not maintaining security and confidentiality in line with relevant legislation
12. who are the relevant personnel
13. what problems may occur
14. what is the appropriate action to take if there are problems
15. what legislation and organisational codes of practice are relevant
16. what are the consequences of not following legislation and organisational requirements
17. what health and safety and environmental requirements and legislation are relevant and how to follow them
18. what are the consequences to you and to others of not following health and safety and environmental legislation
19. how to identify and agree what information will meet customer needs
20. who are authorised and unauthorised personnel and how to handle their requests for information
21. what different methods there are for providing information
22. what different types of information there are and how to select the most appropriate types of information
23. how to access and obtain technical information on equipment condition and materials and nontechnical information on the signmaking environment and production issues
24. how to select the most appropriate methods of providing information
25. how to provide advice when requested within the limits of your authority
26. what communication values are important to the organisation
27. how to determine appropriate organisational values relating to effective communication (e.g. honesty, openness)
28. how to record information which is complete and accurate and knowing when it is complete and accurate
29. which recording methods and storage places to use and why and how to use them
30. how to maintain and develop relationships

Assessor Comments/Feedback

UNIT 2.04 MAINTAIN THE QUALITY OF SIGN PRODUCTS (Level 5, 8 Credits)

Unit Overview

This unit covers the skills and knowledge required to confirm the quality of the sign product according to standard operating procedures. It involves inspecting, testing and checking for non-conformance following approved procedures to ensure that the sign products comply with organisational quality control requirements, and then taking the appropriate action based on the inspection results.

This unit deals with the following:

1. Check for conformity in sign materials and products
2. Take the appropriate action with inspection results

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain and follow correct quality control specification
2. prepare samples for inspection and testing according to procedures
3. carry out inspection and testing activities according to inspection specification and operating procedures
4. ensure that the technique/method is correct and will detect variations from specification
5. identify and report any variations and/or potential variations in materials and products specification to the relevant person
6. report problems which you cannot solve and/or are not your responsibility to the relevant person
7. record information accurately using the appropriate documentation
8. follow relevant health and safety and environmental requirements and legislation at all times
9. compare work instructions to finished product

10. obtain any additional relevant information using appropriate methods
11. identify any sign products which do not meet quality requirements
12. take the appropriate action within the limits of your responsibility
13. report results of the non-conformance to the relevant personnel

Additional Information

Types of Variations:	routine, non-routine
Inspection Techniques and Methods:	visual, use of equipment, - precision, non-precision, portable, fixed, routine, non-routine, and use of instruments, on-line, off-line
Recording Formats:	pre-specified, non-pre-specified
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to obtain and follow the correct quality control specification
2. what are the defined quality control procedures
3. what different types of monitoring methods, tests and equipment are available
4. how to select and determine which monitoring methods, tests and equipment are suitable for what variations and when and how to use them
5. what are the operational capabilities and limitations of monitoring methods, equipment and instruments
6. what are acceptable specifications and parameters of different sign products
7. what point or stage in the process is monitoring carried out
8. what the different types of routine and non-routine variations are associated with specific processes and materials
9. who are the relevant personnel
10. what problems may occur
11. what is the appropriate action to take if there are problems
12. which recording methods, formats and storage places to use and why and how to use them
13. what legislation and organisational codes of practice are relevant
14. what are the consequences of not following legislation and organisational requirements
15. what health and safety and environmental requirements and legislation are relevant and how to follow them
16. what are the consequences to you and to others of not following health and safety and environmental legislation
17. what are the records to use and how to interpret them
18. how to compare and contrast work records and instructions
19. how to determine and select appropriate diagnosis techniques and methods and how to use them

20. what is regarded as effective and ineffective communication within the work environment
21. what operational conditions are regarded as normal and what are deviations from normal
22. what type of record keeping is acceptable in what situations and how to carry this out
23. how to compare types of faults with potential causes and solutions - plant, equipment, materials, process, human error
24. what is the appropriate action to take in the event of non-conformance
25. what are the limits of your responsibility

Assessor Comments/Feedback

UNIT 2.05 PREPARE FOR SIGN OPERATIONS (Level 6, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to prepare for sign operations. This involves preparing for the sign operations according to defined company procedures, and taking account of all health and safety requirements. Preparing the work area in readiness for the operation, ensuring correct layout of tools and materials, maintaining accessibility for receipt and removal of materials and ensuring the area is free from obstructions or potential hazards. You will also need to check that all tools and equipment are in a safe condition and are operating correctly, and that sufficient materials are available, and conform to the relevant specification/s.

This unit deals with the following:

1. Identify requirements for sign operations
2. Select and obtain resources to make sign products
3. Prepare work area for sign operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. identify and obtain the correct work instructions for the current job
2. understand the work instructions to identify resource requirements
3. identify the work environment and the resources which will be required from the work instructions
4. clarify with an appropriate person any unclear and/or ambiguous work instructions
5. notify the relevant personnel if there are any problems
6. follow relevant health and safety and environmental requirements and legislation at all times
7. select appropriate resources to meet the work instructions and make the specified sign products

8. ensure that the quality and quantity of materials selected is sufficient to meet work instructions and make the specified sign product
9. ensure that any equipment selected functions effectively, and is fit for purpose
10. handle materials and equipment safely, and store them until required, according to manufacturers instructions
11. when necessary, gain authorisation from relevant personnel for any required resources which are outside your responsibility and/or do not match the work instructions
12. when required, obtain and select appropriate personal protective equipment (PPE)
13. prepare the work area and resources to optimise the sign operation
14. ensure that any required resources are available at the start of the operation
15. when required, set up equipment safely according to manufacturers' instructions
16. store work instructions appropriately, ensuring they are accessible if required
17. when required, carry out start up procedures for machines/equipment following manufacturers' instructions
18. identify any equipment and machine faults which occur during start up procedures and take the appropriate action
19. maintain a safe and organised work area at all times
20. dispose of any waste safely according to prescribed procedures
21. report any problems which are outside your responsibility immediately to the relevant personnel

Additional Information

Types of Work Instructions: job instructions, verbal, written text, numeric text

Resource Requirements: materials, personnel, plant, equipment, time tools
etc

Relevant Personnel: supervisor, line manager, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health & Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Work Area: personal area, storage area

Knowledge and Understanding

You need to know and understand:

1. how and where to identify and select work instructions
2. how to interpret sign operation and production requirements from work instructions including processes, products, transportation, power source, volume and quality
3. what work operations and products are within individual's own responsibility
4. how to compare your responsibilities with work instructions
5. how to determine resource requirements including materials, time, personnel, equipment, plant and information

6. how to determine appropriate combinations of resources and methods for operations
7. how to communicate in an acceptable manner
8. who to seek clarification from when there are difficulties
9. who are the relevant personnel
10. what problems may occur
11. what is the appropriate action to take if there are problems
12. what legislation and organisational codes of practice are relevant
13. what are the consequences of not following legislation and organisational requirements
14. what health and safety and environmental requirements and legislation are relevant and how to follow them
15. what are the consequences to you and to others of not following health and safety and environmental legislation
16. how to compare your responsibilities with work instructions
17. what resources are obtainable within your own responsibility
18. how to determine whether there are enough resources and what are the consequences of obtaining excessive materials, tools and equipment.
19. how to check that the equipment is functioning effectively and is fit for purpose
20. how to select and obtain resources including materials, tools, equipment, transportation and power source
21. what are acceptable handling and storage methods and places including temporary storage areas
22. when and why it is necessary to wear personal protective equipment (PPE)
23. how to obtain and select appropriate personal protective equipment (PPE)
24. how to communicate in an acceptable manner
25. what is appropriate workplace layout for specified operations
26. what resources are required for the specified operation including materials, tools, equipment, transportation and power source
27. how to interpret the work instructions to determine the optimum work area layout
28. when and how to carry out the start up procedures including the use of utilities
29. the types of start up problems which may occur and how to solve them within the limits of your responsibility
30. how to compare resources available with resource requirements
31. how to dispose of waste safely
32. how to identify and solve problems which are within your responsibility

Assessor Comments/Feedback

UNIT 2.06 MAINTAIN THE WORK ENVIRONMENT (Level 5, 4 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to maintain the work environment – i.e. good housekeeping. This involves maintaining the work area and maintaining the tools and equipment that you use in your job role.

This unit deals with the following:

1. Maintain work area
2. Maintain tools and equipment to specification

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check that the work area is clean, free from obstructions and tidy
2. obtain and check that any equipment being used is clean, free from damage and operate it according to manufacturers' instructions
3. protect any work in progress from accidental damage using appropriate methods
4. return tools and equipment to their designated storage location after use
5. inform the relevant person of anything in the work area which may affect your quality and output of work
6. when required, record information accurately using the appropriate format
7. follow relevant health and safety and environmental requirements and legislation at all times
8. use tools and equipment correctly according to manufacturers' instructions

9. maintain tools and equipment that you are responsible for according to manufacturers' instructions using appropriate materials and methods
10. identify faults and ensure that relevant repairs and/or replacement of defective parts are within your responsibility, and are carried out according to manufacturers' instructions
11. take the appropriate action with any tools and equipment which are damaged/need repairing
12. inform the relevant personnel of any problems which you cannot solve and/or are not your responsibility
13. when required, obtain and select appropriate personal protective equipment (PPE)
14. return tools and equipment to the appropriate location and ensure they are secure and stored correctly
15. record information accurately using the appropriate documentation

Additional Information

Work Area Environment: fixed machinery, fixed equipment, materials, tools, waste, storage

Recording Formats: pre-specified, non-pre-specified

Protection Methods and Materials: warning signs, coverings, paddings, buffers

Relevant Personnel: supervisor, line manager, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health &

Requirements: Safety and environmental requirements and

legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Types of Tools and Equipment: hand, electrical, air, protective equipment

Maintenance Method: cleaning, grinding, replacement

Knowledge and Understanding

You need to know and understand:

1. how to use appropriate methods and techniques for storing tools and equipment at the work area
2. what parts of the work area need to be kept clean and to what standard
3. how to use appropriate protection methods and materials
4. how to use equipment in accordance with manufacturer's instructions
5. what parts of the work area are you responsible for keeping tidy
6. how to apply suitable protection to work in progress
7. what are appropriate storage places for equipment including local and central storage
8. how to identify causes of damage and prevent contamination from equipment, environment, colleagues and passing goods
9. what are acceptable recording formats and when and how to use them
10. who are the relevant personnel
11. what problems may occur
12. what is the appropriate action to take if there are problems
13. what legislation and organisational codes of practice are relevant
14. what are the consequences of not following legislation and organisational requirements

15. what health and safety and environmental requirements and legislation are relevant and how to follow them
16. what are the consequences to you and to others of not following health and safety and environmental legislation
17. how and why tools and equipment need to be maintained
18. what tools and equipment are your responsibility
19. what types of faults can occur in tools and equipment within individual's responsibility
20. how to replace and repair defective parts in line with manufacturer's requirements
21. what actions cause damage to other tools, equipment or products in the work area during maintenance
22. how to store and secure tools and equipment in the appropriate location
23. how to use and identify methods and techniques for maintaining tools and equipment
24. when and why it is necessary to wear personal protective equipment (PPE)
25. how to obtain and select appropriate personal protective equipment (PPE)
26. how to communicate in an acceptable manner

Assessor Comments/Feedback

UNIT 2.07 PREVENT DAMAGE DURING TRANSPORTATION AND STORAGE OF SIGN PRODUCTS (Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to prevent damage during moving and storing of sign products. This involves, when applicable, preventing damage to sign products when moving between processes and when being stored as finished products. Sign products can apply to raw materials, work in progress and finished products.

This unit deals with the following:

1. Protect finished products during transportation
2. Protect finished products during storage

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. ensure that sign product(s) which are ready for transportation are stored within the designated area
2. choose the correct equipment to move the sign product(s)
3. identify and select suitable protection methods and materials
4. position and secure protective materials accurately and correctly to prevent damage to the sign product(s)
5. check that the sign product(s) to be moved are correct, safely loaded and secure
6. report any problems with the protective materials, sign product(s) and/or equipment immediately to the relevant personnel
7. follow relevant health and safety and environmental requirements and legislation at all times
8. ensure that the protective capabilities of materials will be maintained during storage

9. position and secure protective materials to prevent damage to the finished sign product
10. use the appropriate seating and separation methods to ensure safe storage for the product
11. check that finished products are stored within the designated area
12. report any problems that you cannot solve and/or are not your responsibility to the relevant personnel
13. record information accurately using the appropriate documentation

Additional Information

Method of Transportation: manual, automated

Protective Materials: organic, non-organic

Remedial Actions to Problems: repair, replace, notify relevant personnel

Protective Methods: warning signs, coverings, buffers, paddings

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health and Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. what the characteristics are of the sign product and the likelihood of damage occurring during transportation
2. how to identify and maintain the protective capabilities of materials
3. how to select appropriate protective materials and methods for specific products and specific methods of transportation
4. what the characteristics are of protective materials and how to handle them without causing damaging
5. how to position and secure protective materials and the implications of not using them
6. what different protective materials cost
7. what different methods and techniques are used to repair products
8. what are acceptable designated storage areas
9. how to identify and select the most suitable method of transportation
10. how to identify products which need extra care during transportation
11. what could cause damage to a specific product during transportation on particular routes
12. what the consequences are of not taking account of factors which could cause damage including damage by people, moving equipment, moving machinery, moving materials and the environment
13. who are the relevant personnel
14. what problems may occur
15. what is the appropriate action to take if there are problems
16. what legislation and organisational codes of practice are relevant

17. what are the consequences of not following legislation and organisational requirements
18. what health and safety and environmental requirements and legislation are relevant and how to follow them
19. what are the consequences to you and to others of not following health and safety and environmental legislation
20. what are the characteristics of each product, and the likelihood of damage occurring
21. how to identify and maintain the protective capabilities of materials
22. how to select appropriate protective materials and methods for specific product
23. what different ways are necessary to handle protective materials without damaging them
24. how to determine the most appropriate handling methods for each specific protective material
25. what are appropriate positioning and securing positions and methods for different protective materials
26. what different protective materials cost
27. what are the different types of repairing methods and techniques
28. what are appropriate designated storage areas for different products including marked and unmarked areas and those within and away from the personal work area
29. what different seating protection methods and materials there are and which to use in different circumstances
30. what could cause damage to a specific product during storage including damage by people, moving equipment, moving machinery, moving materials and the environment
31. what storage facilities are required for different products including access, storage racking, racking materials and protective materials
32. how to determine the suitability of different storage racking and materials for the products to be stored

Assessor Comments/Feedback

UNIT 2.08 FINISH AND COMPLETE SIGNAGE OPERATIONS (Level 6, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to finish and complete the signage operation. This involves finishing the signage operation according to specification taking account of all quality procedures, safely shutting down any equipment that has been used and storing the finished product appropriately.

This unit deals with the following:

1. Finish materials to specification
2. Complete operations to specification

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain and follow the correct work instructions and any relevant finishing procedure and quality specification
2. identify and select appropriate resources for the finishing operation being performed
3. when required, obtain and select appropriate PPE (Personal Protective Equipment)
4. perform the finishing operation according to work instructions and operating procedures
5. follow the correct sequence of events in the finishing operation, ensuring that the positioning of joined and assembled materials is maintained within the specified tolerances
6. ensure that finished surfaces are completed to timescale and are clean, free from marks, scratches, chips and dust, within specified tolerances
7. treat processed materials correctly, using the appropriate finishing protective coating within specified tolerances

8. ensure that finished materials are where necessary bundled, batched and stored correctly to prevent contamination and damage
9. minimise waste, remove and dispose of waste materials safely using an approved method
10. deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility, to the relevant person
11. follow relevant health and safety and environmental requirements and legislation at all times
12. shut down equipment safely according to manufacturers' instructions
13. when appropriate, dismantle supporting structures safely according to manufacturers' instructions
14. check resources for defects and potential defects before transporting to appropriate storage location
15. identify and rectify any defects using the approved method prior to their return to storage
16. deal appropriately with finished products and complete any necessary documentation accurately
17. ensure that resources are safely transported and stored in their correct place using an accepted transportation method
18. ensure that storage areas are, where necessary, made secure in line with security requirements

Additional Information

Types of Equipment: manual, automated, electronic

Types of Material: metal, wood, plastics, vinyl, polystyrene, composite boards

Types of Tools: cutting blades, knives, bits, brush etc

Types of Finishing Methods: hand finishing, manually / fully automated machine finishing, polishing, shaping, reducing

Securing, Fixing and Fastening Methods: jigs, clamps, fixing materials

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health and Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Transportation Methods: manual, automated

Knowledge and Understanding

You need to know and understand:

1. how to select and use equipment, tools, materials, techniques and methods to finish the materials
2. how to obtain and follow work instructions to establish requirements
3. what the different finishing methods are and how to perform them
4. what range of resources are required within the finishing operation and how to use them
5. how to identify and use positioning and securing devices including using preliminary positioning
6. how to determine positioning, fastening and fixing methods and materials for the materials being formed and bent

7. what the specified requirements and tolerances are and why these are important
8. how to treat processed materials correctly using an appropriate finishing protective coating
9. how to complete the finishing operation and maintain the correct order, sequence, dimensions and positioning of joined and assembled materials
10. how to identify products which need to be bundled, batched and stored and how to carry this out
11. when and how to obtain and select appropriate PPE (Personal Protective Equipment)
12. how to minimise waste
13. what is regarded as waste and how to remove it safely following approved procedures
14. who are the relevant personnel
15. how to deal appropriately with finished products
16. what documentation may need to be used
17. how to prevent contamination and damage including contamination by people, moving equipment, moving machinery, moving materials and the environment and the consequences of contaminated materials
18. relevant procedures concerning machinery, moving materials and the environment
19. what problems may occur
20. what is the appropriate action to take if there are problems
21. what legislation and organisational codes of practice are relevant
22. what are the consequences of not following legislation and organisational requirements
23. what health and safety and environmental requirements and legislation are relevant and how to follow them
24. what are the consequences to you and to others of not following health and safety and environmental legislation
25. what equipment needs to be shut down and how and why this is carried out
26. how to shut down equipment safely following approved procedures
27. when it is required and how to dismantle support structures safely
28. what materials, tools and equipment need to be checked for defects and potential defects
29. what is an acceptable storage location and why, including local and central storage
30. how to check tools and equipment for defects
31. what minor defects are within your permitted authority and how to rectify them
32. how to identify and select methods of transportation
33. how to secure storage areas and why this is necessary
34. what documentation is appropriate to use and why it must be completed accurately

Assessor Comments/Feedback

UNIT 2.09 SIGNAGE – CARRY OUT SHAPING OPERATIONS (Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to shape materials and products during signage operations. This involves setting out the materials for shaping and cutting, cutting the materials according to specification taking account of all quality and company procedures. Also reporting problems to the relevant personnel and finally dealing with the shaped product appropriately.

This unit deals with the following:

1. Set out materials for shaping by cutting
2. Shape materials by cutting to specification

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the appropriate tools, equipment and resources, including PPE (Personal Protective Equipment), and use them according to manufacturers' instructions and safety requirements
2. set out according to work instructions, inserting separation and anti-distortion materials when required
3. confirm that the correct quantity of materials is set out to match the specification
4. ensure that positioning, securing devices and equipment are accurately, securely, safely and correctly positioned for the cutting process
5. when appropriate, set out materials to the specified tension without distortion
6. ensure that materials are kept free of contamination
7. store materials in an approved manner

8. report any problems to the relevant personnel
9. follow relevant health and safety and environmental requirements and legislation at all times
10. check and confirm that you have the correct work instructions and any relevant shaping procedures and quality specifications
11. confirm that you have the necessary resources to shape the materials to specification
12. identify required template shapes, measure and where necessary, cut and then position on the material to be shaped
13. position the cutting device and cut shapes within specified tolerances following approved quality control procedures
14. position notches and marks accurately according to cutting order requirements
15. ensure that cut shapes are free from marks, scratches, chips and dust
16. deal appropriately with cut shapes and complete any documentation accurately

Additional Information

Types of Equipment: manual, mechanised, electronic

Types of Materials: metal, wood, plastics, vinyl, polystyrene, composite boards etc

Types of Cutting Tools: blades, knives, bits

Securing, Fixing and Fastening Methods: jigs, clamps, fixing materials

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health & Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Template Material: rigid, flexible

Knowledge and Understanding

You need to know and understand:

1. how to identify, select and use tools and equipment
2. how to understand work instructions
3. how to obtain suitable PPE (Personal Protective Equipment)
4. what materials can be used to separate and prevent distortion in cutting and where to insert them
5. how to set up the correct quantity of materials to match specification lengths, widths and number
6. how to identify and position securing devices and equipment
7. why materials should be set to the specified tension without distortion
8. how to keep materials free from contamination including contamination by people, moving equipment, moving machinery, moving materials and the environment and the consequences of contaminated materials
9. how and where to store materials

10. what problems may occur
11. what is the appropriate action to take if there are problems
12. who are the relevant personnel
13. what documentation is necessary
14. what legislation and organisational codes of practice are relevant
15. what are the consequences of not following legislation and organisational requirements
16. what health and safety and environmental requirements and legislation are relevant and how to follow them
17. what are the consequences to you and to others of not following health and safety and environmental legislation
18. how to check and confirm that you have the relevant work instructions
19. how to select and use appropriate resources i.e., equipment, tools, materials, techniques and methods to shape the materials by cutting
20. how to measure shapes accurately and draw them onto a suitable template material
21. how to identify and select template materials appropriate for the work to be completed and what the consequences are of not using the appropriate template material
22. what the specified tolerances are and why these are important.
23. how to follow quality control procedures
24. what the consequences are of not getting the cutting device accurately positioned at the start of the process
25. what are accepted sequences for cutting
26. how to cut shapes accurately within specified tolerances
27. how to identify the need for notches and marks and how to cut them in the correct position
28. what is regarded as acceptable quality (e.g. marks, scratches, chips and dust)
29. how to deal appropriately with shaped products

(Assessor Comments/Feedback)

UNIT 2.10 SIGNAGE – CARRY OUT JOINING OPERATIONS (Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to join materials and products during signage operations. This involves setting out the materials for bonding and assembling materials according to specification taking account of all quality and company procedures. Also reporting problems to the relevant personnel and finally dealing with the joined product appropriately.

This unit deals with the following:

1. Bond materials to specification
2. Assemble materials to specification

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant bonding procedures and quality specifications
2. ensure that you have the necessary resources for the bonding operation, including suitable PPE (Personal Protective Equipment)
3. when necessary, position and secure devices for bonding materials together
4. ensure that materials to be bonded are of the specified dimensions and are positioned, assembled and layered in the correct order within specified tolerances
5. carry out the bonding operation according to work instructions and safe operating procedures
6. ensure that bonded materials are completed to timescale and are clean and free from marks, scratches, chips and dust within specified tolerances

7. report any problems promptly to the relevant personnel
8. deal appropriately with bonded products
9. follow relevant health and safety and environmental requirements and legislation at all times
10. check and confirm that you have the correct work instructions and any relevant assembly procedures and quality specifications
11. ensure that you have the necessary resources for the assembly operation, including suitable PPE (Personal Protective Equipment)
12. position and secure devices prior to assembly of materials
13. ensure that the materials to be assembled are of the specified dimensions and are positioned and layered in the correct order within specified tolerances
14. carry out the assembly operation according to work instructions and safe operating procedures

Additional Information

Types of Securing Devices: manual, automated

Types of Material: metal, wood, plastics, vinyl, glass, polystyrene, composite board

Types of Bonding Methods: heat welding, heat soldering, fixings, riveting, nuts and bolts, screws, taps

Securing, Fixing and Fastening Methods: jigs, clamps, fixing materials

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health and Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant bonding procedures and quality specification
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. what are appropriate securing and fixing devices for the materials being bonded and how to use them
5. what are acceptable methods for bonding materials and how to perform them
6. what are acceptable tolerances to work within for different types of materials
7. what is regarded as acceptable quality and how to meet that requirement
8. what problems may occur
9. what is the appropriate action to take if there are problems
10. who are the relevant personnel
11. how to deal appropriately with bonded products
12. what documentation is necessary

13. what legislation and organisational codes of practice are relevant
14. what are the consequences of not following legislation and organisational requirements
15. what health and safety and environmental requirements and legislation are relevant and how to follow them
16. what are the consequences to you and to others of not following health and safety and environmental legislation
17. how to check that you have the correct work instructions and any relevant assembly procedures and quality specification
18. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
19. how to identify position and use securing and fixing devices
20. what are the relevant techniques and methods for assembling materials and how to perform them
21. how to deal appropriately with assembled products

Assessor Comments/Feedback

2.11 ENGRAVING OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to engrave materials and products. This involves checking and confirming that you have the correct resources for the engraving operation, identifying and pre-marking areas to be engraved, and then carrying out the engraving operation according to specification following approved quality and company procedures. Also reporting problems to the relevant personnel and finally dealing with the engraved product appropriately.

This unit deals with the following:

1. Carry out engraving operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

[Performance Criteria](#)

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant engraving procedures and quality specifications
2. ensure that you have the necessary resources for the engraving operation, including suitable PPE (Personal Protective Equipment)
3. identify required template shapes, measure and where necessary, cut and then position on materials to be engraved
4. identify any defects/problems with the surface to be engraved prior to operation and inform the relevant personnel
5. confirm that the areas to be engraved are identified and pre-marked using an accepted method
6. protect the surrounding areas from damage

7. carry out the engraving operation according to work instructions and safe operating/ quality procedures
8. ensure that the correct lubricants and coolants are used at the appropriate time to minimise damage to materials, tools and equipment
9. report any problems promptly to the relevant personnel
10. deal appropriately with engraved products and complete any necessary documentation
11. follow relevant health and safety and environmental requirements and legislation at all times

Additional Information

Removal Methods: hand held tools, fixed tools

Types of Rectification Methods: manual, automated

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health & Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant engraving procedures and quality specification
2. how to determine the resources i.e. equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. how to measure shapes accurately and draw them onto a suitable template material
5. how to identify and select template materials appropriate for the work to be completed and what the consequences are of not using appropriate template material
6. what are acceptable pre marking methods and why
7. how and why surrounding areas should be protected from damage
8. what the specified requirements and positioning and quality tolerances are and why these are important
9. how to carry out the engraving operation
10. what is regarded as acceptable quality
11. when and why lubricants and coolants are used and which to use
12. what problems may occur
13. what is the appropriate action to take if there are problems
14. who are the relevant personnel
15. how to deal appropriately with engraved products
16. what documentation is necessary
17. what legislation and organisational codes of practice are relevant

18. what are the consequences of not following legislation and organisational requirements
19. what health and safety and environmental requirements and legislation are relevant and how to follow them
20. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.12 ETCHING OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to etch materials and products. This involves checking and confirming that you have the correct resources for the etching operation, identifying and premarking areas to be etched, and then carrying out the etching operation according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the etched product appropriately.

This unit deals with the following:

1. Carry out etching operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant etching procedures and quality specifications
2. ensure that you have the necessary resources for the etching operation, including suitable PPE (Personal Protective Equipment)
3. identify template shapes for masking, measure and where necessary cut, and then position on the material to be etched
4. identify any defects/problems with the surface to be etched prior to operation and inform the relevant personnel of any defects/problems
5. confirm that the areas to be etched are identified and pre-marked using an accepted method
6. protect the surrounding areas from damage
7. carry out the etching operation according to work instructions and safe operating/quality procedures

8. report any problems promptly to the relevant personnel
9. deal appropriately with etched products and complete any necessary documentation 10.

Additional Information

Types of Surface Defect: visual, tactile (touch)

Types of Rectification Methods: manual, automated

Masking Methods: physical, photographic

Etching Agents or Methods: chemical, abrasive

Etching Equipment: sealed liquid, sealed air

Relevant Personnel: line manager, supervisor, team leader etc

Relevant Health and Safety and Environmental what your responsibilities are in respect of Health & Requirements: Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant etching procedures and quality specification
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. how to ensure that masking materials are appropriate for the work to be completed and what the consequences are of not using appropriate masking materials
5. how to accurately check the measurements and how to draw shapes onto a suitable masking material
6. how to position masking shapes
7. the types of defects and how to identify them
8. what are acceptable pre-marking methods
9. what the specified requirements and positioning and quality tolerances are and why these are important
10. how to carry out the etching operation
11. what is regarded as acceptable quality
12. why etching agents are used and how and when to use them
13. what problems may occur
14. what is the appropriate action to take if there are problems
15. who are the relevant personnel
16. how to deal appropriately with etched products
17. what documentation is necessary
18. what legislation and organisational codes of practice are relevant

19. what are the consequences of not following legislation and organisational requirements
20. what health and safety and environmental requirements and legislation are relevant and how to follow them
21. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.13 HAND OPERATIONS (Level 5, Credits)

This unit covers the skills and knowledge that you will need to carry out hand operations to signage materials and products. This involves checking and confirming that you have the correct resources for the hand operation, identifying and preparing required template shapes, carrying out any necessary preparation, and hand decorating by applying the correct treatments, coatings and colours according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the etched product appropriately.

This unit deals with the following:

1. Carry out hand operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant hand procedures and quality specifications
2. ensure that you have the necessary resources for the hand operation, including suitable PPE (Personal Protective Equipment)
3. identify required template shapes, measure and where necessary, cut and then position on the materials to be decorated
4. ensure that the substrate is suitably prepared to receive subsequent treatments and coatings
5. carry out the correct preparation technique
6. carry out the hand decorating operation according to work instructions and safe operating/quality procedures
7. ensure that the time left between treatments and coatings meets manufacturers' recommendations
8. protect surfaces from damage using an accepted method

9. report any problems promptly to the relevant personnel
10. deal appropriately with hand decorated products and complete any necessary documentation 11.

Additional Information

Types of Substrate:	porous, non-porous
Types of Coatings:	paint, stain, gild
Types of Treatments:	pre-treatments, primers, intermediate coatings, finishing coatings
Methods of Application:	brush, roller, airbrush
Masking Preparation Methods:	manual, automated
Types of Masking Materials:	rigid, flexible
Preparation Techniques:	stir, strain, decant, viscosity adjustment
Types of Protection Methods:	warning signs, coverings, buffers, paddings
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant hand operation procedures and quality specifications
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. how to measure shapes accurately and draw them onto a suitable template material
5. how to ensure that the template materials are appropriate for the work to be completed and what the consequences are of not using the appropriate template material
6. what the specified positioning and quality tolerances are and why these are important
7. which preparation technique to use
8. how and when to apply coatings
9. what are accepted sequences and combinations for applying coatings
10. how to carry out the hand operation
11. how to protect the surface from damage
12. what problems may occur
13. what is the appropriate action to take if there are problems
14. who are the relevant personnel
15. how to deal appropriately with hand decorated products

16. what documentation is necessary
17. what legislation and organisational codes of practice are relevant
18. what are the consequences of not following legislation and organisational requirements
19. what health and safety and environmental requirements and legislation are relevant and how to follow them
20. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.14 PRAY PAINT OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to spray paint during signage operations. This involves checking and confirming that you have the correct resources for the spray paint operation, preparing the surface to be sprayed, and then carrying out the spray paint operation according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the sprayed product appropriately.

This unit deals with the following:

1. Carry out spray paint operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant spray paint procedures and quality specifications
2. ensure that you have the necessary resources for the spray paint operation, including suitable PPE (Personal Protective Equipment)
3. confirm you have the required template shapes, measure and then position on the materials to be spray painted
4. carry out the relevant preparation technique and ensure that the substrate is suitably prepared to receive subsequent treatments and coatings
5. carry out the spray paint operation according to work instructions and safe operating/ quality procedures
6. ensure that the time left between treatments and coatings meets manufacturers' recommendations
7. protect surfaces from damage using an accepted method

8. report any problems promptly to the relevant personnel
9. deal appropriately with spray painted products and complete any necessary documentation 10.

Additional Information

Types of Substrate:	porous, non-porous
Types of Coatings:	pre-treatments, primers, intermediate coatings, finishing coatings
Masking Preparation Methods:	manual, automated
Types of Masking Materials:	rigid, flexible
Paint Preparation Techniques:	stir, strain, decant, viscosity adjustment
Types of Protection Methods:	warning signs, coverings, buffers, paddings
Methods of Application:	air, airless, electrostatic, high volume/low pressure (HVLP)
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health & Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant spray paint procedures and quality specification
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. how to use spray painting tools and equipment
5. how to use shapes accurately and draw them onto a suitable template material
6. how to use template materials appropriate for the work to be completed and what the consequences are of not using the appropriate template material
7. what specified positioning and quality tolerances are and why these are important
8. what preparation technique should be used
9. how and when to apply coatings
10. what are acceptable protection methods and when and how to use them
11. what problems may occur
12. what is the appropriate action to take if there are problems
13. who are the relevant personnel
14. how to deal appropriately with spray painted products
15. what documentation is necessary

16. what legislation and organisational codes of practice are relevant
17. what are the consequences of not following legislation and organisational requirements
18. what health and safety and environmental requirements and legislation are relevant and how to follow them
19. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.15 SCREEN PRINT OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to screen print products. This involves checking and confirming that you have the correct resources for the screen print operation, and then carrying out the screen print operation according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the screen printed product appropriately.

This unit deals with the following:

1. Carry out screen print operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant screen print procedures and quality specifications
2. ensure that you have the necessary resources for the screen print operation, including suitable PPE (Personal Protective Equipment)
3. carry out any relevant preparation technique
4. position and secure devices and equipment and, when appropriate, set out materials to the specified tension without distortion
5. carry out the screen print operation according to work instructions and safe operating/ quality procedures
6. protect relevant surfaces from damage using an accepted method
7. report any problems promptly to the relevant personnel
8. deal appropriately with screen printed products and complete any necessary documentation
9. follow relevant health and safety and environmental requirements and legislation at all times **Additional Information**

Types of Substrate:	porous, non-porous
Types of Inks:	water based, solvent based, spirit based
Methods of Application:	manual, automated
Types of Protection Methods:	warning signs, coverings, paddings, buffers
Positioning and Securing Methods:	vacuum, jigs, clamps, fixing materials
Stencil Preparation Techniques:	hand, photographic, light sensitive films
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant screen print procedures and quality specification
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity, to include organic and non-organic mesh stencil equipment
3. how to obtain suitable PPE (Personal Protective Equipment), including equipment to protect the respiratory system
4. how to use screen printing tools and equipment
5. what the specified positioning and quality tolerances are and why these are important
6. what different types of positioning and securing devices and equipment are used for
7. how to use positioning and securing devices and equipment
8. what is the relevant preparation technique to use
9. what are acceptable protection methods and when and how to use them
10. what problems may occur
11. what is the appropriate action to take if there are problems
12. who are the relevant personnel
13. how to deal appropriately with screen printed products
14. what documentation is necessary
15. what legislation and organisational codes of practice are relevant
16. what are the consequences of not following legislation and organisational requirements
17. what health and safety and environmental requirements and legislation are relevant and how to follow them
18. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.16 ELF ADHESIVE OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to apply self-adhesive materials. This involves checking and confirming that you have the correct resources for the operation and then carrying out the operation according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the product appropriately.

This unit deals with the following:

1. Apply self-adhesive materials

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant application procedures and quality specifications
2. ensure that you have the necessary resources for the application operation, including suitable PPE (Personal Protective Equipment)
3. identify template shapes, measure and where necessary, cut and then position on the materials
4. carry out the relevant preparation technique
5. position and secure devices and equipment
6. check that materials are laid out to the specified tension without distortion
7. carry out the self adhesive operation according to work instructions and safe operating/ quality procedures

8. protect surfaces from damage using an accepted method
9. report any problems promptly to the relevant personnel
10. deal appropriately with self-adhesive products and complete any necessary documentation
11. follow relevant health and safety and environmental requirements and legislation at all times **Additional Information**

Self-adhesive Methods and Techniques:	application, pressing, wet, dry, heat
Tools:	scissors, knives
Materials:	vinyl, polyester
Securing, Fixing and Fastening Methods:	jigs, clamps, fixing materials
Types of Substrate:	porous, non-porous
Types of Protection Methods:	warning signs, coverings, paddings, buffers
Preparation Techniques:	cutting, positioning
Template Materials:	rigid, flexible
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant self adhesive procedures and quality specification
2. how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
3. how to obtain suitable PPE (Personal Protective Equipment)
4. how to use application and setting out tools and equipment
5. how to identify template materials appropriate for the work to be completed and what the consequences are of not using appropriate template materials
6. what specified positioning and quality tolerances are required
7. what preparation techniques are relevant
8. how to carry out the self-adhesive operation
9. what are acceptable protection methods and when and how to use them
10. what problems may occur
11. what is the appropriate action to take if there are problems
12. who are the relevant personnel
13. how to deal appropriately with self adhesive products

14. what documentation is necessary
15. what legislation and organisational codes of practice are relevant
16. what are the consequences of not following legislation and organisational requirements
17. what health and safety and environmental requirements and legislation are relevant and how to follow them
18. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.17 FORMING OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to form materials and products. This involves checking and confirming that you have the correct resources for the forming operation, positioning and securing the product and then carrying out the forming operation according to specification following approved quality and company procedures. Also reporting any problems to the relevant personnel, and finally dealing with the formed product appropriately.

This unit deals with the following:

1. Carry out forming operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. check and confirm that you have the correct work instructions and any relevant forming procedures and quality specifications
2. ensure that you have the necessary resources for the forming operation, including suitable PPE (Personal Protective Equipment)
3. position and secure suitable positioning and securing devices for the forming process
4. ensure that preliminary positioning, where used, is accurate and secure using suitable fastening and fixing methods and materials
5. carry out the forming operation according to work instructions and safe operating/quality procedures
6. check that the dimensions, position and angles of bend are accurate to specified tolerances
7. ensure that formed materials are completed to timescale and are clean, free from marks, scratches, chips and dust and accurate within specified tolerances
8. report any problems promptly to the relevant personnel

9. deal appropriately with formed products and complete any necessary documentation
10. follow relevant health and safety and environmental requirements and legislation at all times **Additional Information**

Types of Forming Devices:	manual, automated
Types of Materials:	metal, wood, plastics, vinyl, polystyrene, composite boards
Forming Methods:	mechanical or manual methods using either heat and / or manipulation
Securing, Fixing and Fastening Methods:	jigs, clamps, fixing materials
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health & Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to check that you have the correct work instructions and any relevant forming procedures and quality specification
2. how to check and confirm that you have the appropriate resources for forming operations, including suitable PPE (Personal Protective Equipment)
3. how to identify and use positioning and securing devices
4. what are preliminary positioning places and suitable fastening and fixing methods and materials
5. how to determine positioning, fastening and fixing methods and materials for the materials being formed
6. how to carry out the forming operation
7. what the specified tolerances are and why these are important
8. what is regarded as acceptable quality and how is this achieved
9. how to deal with formed products appropriately i.e. bundled, batched and stored
10. what problems may occur
11. what is the appropriate action to take if there are problems
12. who are the relevant personnel
13. what documentation is necessary
14. what legislation and organisational codes of practice are relevant
15. what are the consequences of not following legislation and organisational requirements
16. what health and safety and environmental requirements and legislation are relevant and how to follow them
17. what are the consequences to you and to others of not following health and safety and environmental legislation

Assessor Comments/Feedback

2.18 CARRY OUT INSTALLATION OPERATION FOR SIGNAGE OPERATIONS (Level 5, 7 Credits)

This unit covers the skills and knowledge that you will need to carry out the installation operation, for illuminated and / or non-illuminated sign products. This involves erecting sign supporting structures, assembling and securing sign products and configuring the structure for use according to specification following approved quality and company procedures.

This unit deals with the following:

1. Erect sign supporting structures
2. Assemble and secure sign products
3. Configure installed structure for use

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain and interpret work instructions within the limits of your responsibility to establish requirements
2. when required obtain and select appropriate PPE (Personal Protective Equipment)
3. use suitable positioning and securing devices correctly according to manufacturers' instructions
4. handle supporting structures safely to prevent damage and maintain the safety of the individual, colleagues and the public
5. check that preliminary positioning, where used, is accurate and secure using suitable fastening and fixing methods and materials
6. use the appropriate erection equipment and techniques in line with relevant Health and Safety requirements
7. ensure that dimensions and positioning of sign supporting structures are accurate, within specified tolerances and the fixing methods and materials are appropriate for the sign product to be installed
8. check that supporting structures forming part of the sign product are clean, free from marks, scratches, chips and dust, within specified tolerances

9. remove and dispose of waste materials safely using an approved method
10. deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility to the relevant person
11. follow relevant health and safety and environmental requirements and legislation at all times
12. interpret work instructions to establish the construction of the finished assembled product
13. confirm resources are available and suitable to assemble the product to the specified requirements
14. ensure that approved positioning and securing devices are positioned and secured and are used correctly and safely in line with manufacturers' instructions
15. handle materials to be assembled safely to prevent damage and maintain the safety of the individual, colleagues and the public
16. use the appropriate assembly equipment and technique according to health and safety requirements
17. ensure the positioning of material is accurate and secure, using the appropriate fastening and fixing method and materials
18. check that dimensions and positioning of materials to be assembled are accurate and within specified tolerances
19. check that visible parts of assembled products are clean, free from marks, scratches, chips and dust, within specified tolerances
20. interpret work instructions to establish optimum configuration for the required operating parameters of the installed product
21. confirm that the equipment, tools, materials, techniques and methods are appropriate for configuration
22. ensure that equipment and components are brought up to operating levels in a sequence which is safe and optimises the integration of the installation
23. achieve the required configuration within agreed timescales

Additional Information

Types of Positioning and Securing Devices:	jigs, clamps, hoists, lifts, portable towers, ladders, access equipment
Types of Products and Materials:	metal, wood, composite boards, plastics, vinyl, glass, fabric
Types of Tools:	cutting, boring, assembling, bending, heat generating, holding
Types of Assembly Equipment:	jigs, clamps
Types of Installation	Illuminated and/or non-illuminated
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures, including CSCS (Construction Skills Certification Scheme) requirements when appropriate

Knowledge and Understanding

You need to know and understand:

1. how to interpret specification and establish requirements, types of positioning and securing devices and equipment and how they are used
2. how to handle materials safely
3. when and how to obtain and select appropriate PPE (Personal Protective Equipment)
4. how to identify and determine the appropriateness of PPE (Personal Protective Equipment) for work activities, to include equipment to protect head, trunk, hands and feet
5. what are suitable installation tools and equipment and how to use them
6. how to determine which tools and equipment to use for given jobs
7. what are appropriate installation methods and techniques for given jobs and how to carry them out
8. what the specified tolerances are and why these are important
9. what appropriate preparation techniques could be used and selected for a given job
10. what is regarded as waste and how to remove it
11. how to use and store tools and equipment
12. what causes damage to products and how to prevent this
13. who are the relevant personnel
14. what problems may occur
15. what is the appropriate action to take if there are problems
16. what legislation and organisational codes of practice are relevant
17. what are the consequences of not following legislation and organisational requirements
18. what health and safety and environmental requirements and legislation are relevant and how to follow them
19. what are the consequences to you and to others of not following health and safety and environmental legislation
20. how to interpret work instructions and establish requirements
21. how to select appropriate resources i.e., equipment, tools, materials, techniques, methods, personnel and time to assemble and secure sign products
22. types of positioning and securing devices and equipment and how they are used
23. how to handle materials safely
24. what are suitable assembly methods and how to carry them out
25. how to use tools and equipment for given jobs
26. how to determine fastening and fixing methods and how to carry them out

Assessor Comments/Feedback

UNIT 2.19 MAINTAIN SIGN PRODUCTS ACCORDING TO PROCEDURES (Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to maintain sign products. This involves implementing preventative maintenance procedures, removing and replacing sign components when necessary, and repairing and restoring components to their original condition by repair, following approved quality procedures.

This unit deals with the following:

1. Implement preventative maintenance procedures
2. Remove and replace sign components
3. Restore components to operational condition by repair

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain and comply with relevant authorisation procedures, safe working practice details, schedule requirements and specific instructions
2. when required obtain and select appropriate PPE (Personal Protective Equipment)
3. complete necessary preventative maintenance within an agreed timescale using safe and appropriate methods
4. complete remedial actions, where necessary, in an appropriate, safe and effective way as defined in procedures
5. ensure that resources comply with specification and are used cost effectively
6. deal promptly with problems in the implementation procedure that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
7. follow relevant health and safety and environmental requirements and legislation at all times

8. apply clear and appropriate marking systems for components and connections
9. make relevant isolations and disconnections safely
10. minimise the release of substances according to site and environmental requirements
11. protect the component and surrounding components from damage
12. ensure that the removal and replacement of components is completed using appropriate methods within agreed timescales
13. handle components after removal according to specification
14. check that any replacements used meet the required specification
15. check that the repaired components comply with operational requirements
16. check that repaired materials and components meet required specifications for type, quantity and serviceability
17. complete repairs within an agreed timescale and take the appropriate action to minimise disruption to operations
18. use tools, equipment and methods according to safe work practices
19. take adequate precautions to prevent damage to components, tools and equipment during repair
20. ensure that work records are complete, accurate, current and legible

Additional Information

Specifications:	written, in diagrammatic form, provided verbally
Removal and Replacement Involving:	easy access, simple removal and replacement
Post-Removal Handling:	cleaning, marking, storing, transporting
Repairs:	simple, routine
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. what are the relevant authorisation procedures and how to follow them
2. what is regarded as preventative maintenance and how to carry it out
3. what are the consequences of not carrying out the preventative maintenance
4. what resources i.e., people, materials, equipment, space and support facilities are required in a given situation and how to use them cost effectively
5. when and how to select and obtain the appropriate PPE (Personal Protective Equipment)
6. how to identify and determine the appropriateness of PPE (Personal Protective Equipment) for work activities, to include equipment to protect head, trunk, hands and feet

7. what are the consequences for you and organisation of not being efficient
8. who are the relevant personnel
9. what problems may occur
10. what is the appropriate action to take if there are problems
11. what legislation and organisational codes of practice are relevant
12. what are the consequences of not following legislation and organisational requirements
13. what health and safety and environmental requirements and legislation are relevant and how to follow them
14. what are the consequences to you and to others of not following health and safety and environmental legislation
15. what marking systems could be used and how to use them
16. types of disconnections and isolation techniques and methods and how to carry them out
17. what are the consequences for you and organisation of not disconnecting or isolating potentially dangerous items
18. what substances need to be released and how, in given situations
19. what are suitable types of protection for components and surrounding components in given situations and how to carry this out
20. what removal and replacement methods and techniques are suitable in given situations and how to carry them out
21. how to interpret instructions and identify and work with agreed timescales
22. what the risks are associated with substances to be removed, physical properties of components and how they affect the removal and replacement
23. when repaired components comply with the specified condition for operation
24. what are suitable repair materials to meet required specifications for type, quality and serviceability
25. what is an appropriate timescale for a given repair or replacement
26. what operations could be disrupted by repair and how to minimize the disruption
27. what factors to take into consideration when deciding where to carry out the repair
28. what are acceptable tools, equipment and methods for the given repair or replacement and how to use them
29. what action is taken to prevent damage to components, tools and equipment during repair
30. what work records are required and how to complete them

Assessor Comments/Feedback

UNIT 2.20 PRODUCE GRAPHICAL IMAGES USING ICT (INFORMATION COMMUNICATION TECHNOLOGY) Level 5, 7 Credits)

Unit Overview

This unit covers the skills and knowledge that you will need to produce graphical images using information technology. This involves obtaining authorisation when required, entering data to create and update images, manipulating the data and finally sending the specified images to the destination.

This unit deals with the following:

1. Enter data to create and update images
2. Produce required graphical image by manipulating data
3. Output specified image to destination

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain, when necessary, the authority to access files and images
2. check and confirm that the required equipment and resources/hardware and software are available
3. identify and locate sources of files and images required
4. enter images completely using the appropriate input device correctly
5. work within given timescales
6. save files/images using approved organisational standard
7. deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility, to the relevant person

8. follow relevant health and safety and environmental requirements and legislation at all times
9. establish, verify and check customer graphical image requirements
10. identify options for graphical image and agree preferred solution with customer
11. enter, select and combine stored images correctly
12. select appropriate facilities to manipulate image
13. use facilities to create additional elements to meet requirements
14. use facilities to alter attributes to meet requirements
15. check that the graphical image is complete and to customer requirements
16. select the appropriate destination
17. check the destination device is able to receive output
18. verify and check that the image is complete and correct prior to output
19. identify and set up output parameters to meet customer requirements
20. check that the image is sent to correct destination
21. check that the output is complete and meets the customer's requirements

Additional Information

File:	new, existing
Images:	bitmap, vector
Input Device:	keyboard, selection device, scanner, digitiser
Organisation's Standards:	naming convention, location, frequency
Facilities:	size, location, orientation, rotation, invert
Attributes:	colour, shade, patterns, size, shape
Additional Elements:	line, shape, text
Destination:	local, remote
Destination Device:	hard copy, printer, production plotter, file storage device, file transmittal device
Output Parameters:	CCT profile, page range, number of copies, definition, colour
Relevant Personnel:	line manager, supervisor, team leader etc
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. area of own responsibility and relevant reporting authority
2. methods of using Bitmap and Vector images for presentations
3. methods of saving and locating files
4. organisation's standards applicable to accessing images
5. methods of using file operations
6. methods of using input devices
7. who are the relevant personnel
8. what problems may occur
9. what is the appropriate action to take if there are problems
10. what legislation and organisational codes of practice are relevant
11. what are the consequences of not following legislation and organisational requirements
12. what health and safety and environmental requirements and legislation are relevant and how to follow them
13. what are the consequences to you and to others of not following health and safety and environmental legislation
14. software available to produce images
15. standards used for producing images
16. software functions for formatting images
17. software functions for image layout
18. software functions for manipulating images
19. types of destination devices available
20. methods of using hard copy devices
21. methods of using magnetic storage devices
22. methods of communicating with selected devices

Assessor Comments/Feedback

UNIT 3.24 PRODUCE TRAFFIC SIGNFACE DESIGNS USING SPECIFIC COMPUTER SOFTWARE (Level 6, 9 Credits)

Unit Overview

This unit describes the activities and procedures undertaken when creating or processing Traffic Signface designs (both permanent and temporary) using recognised industry specific computer software. The unit covers Department for Transport regulations and design rules, which are essential to this unit, plus general techniques used in the production and manipulation of signface designs to enable the candidate to demonstrate competence at this level.

The candidate will be expected to demonstrate, through practical application, knowledge and understanding of all the legislation relevant to their working environment.

This unit deals with the following:

1. Understand customer's traffic signface requirements
2. Create and update required files
3. Produce traffic signface design
4. Output traffic signface design to destination

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. obtain and understand customer design requirements
2. record customer design requirements using appropriate method
3. develop design options
4. identify Traffic Signface Design rules and regulations which apply to the design
5. agree preferred design option with the customer

6. understand the scope of your own responsibility and authority
7. follow relevant health and safety and environmental requirements and legislation at all times
8. identify and locate existing files and data to be updated
9. enter designs using appropriate device within time schedule
10. follow procedures for computer "back up" and take the appropriate action if file or data corruption occurs
11. identify who is responsible for updating virus software and computer maintenance
12. use available automated procedures for design entry or checking
13. save any files created or updated according to company or organisation's procedures
14. use the appropriate procedures to enter, select and combine stored designs
15. select and use software functions correctly to manipulate image
16. use appropriate design rules when regulatory or warning sign designs are combined on directional signs
17. produce signface design, incorporating roundabout and/or other designs
18. check that the signface design conforms to regulations, design rules and customer requirements
19. select the destination device and materials which are suitable for purpose
20. check the destination device to ensure that it is ready to receive output
21. take the appropriate action if problems occur
22. check that the sign design is complete and correct prior to output
23. ensure that output parameters are identified and set up correctly to meet output requirements
24. check that the output is complete and meets customer requirements

Additional Information

Requirements:	type of signface, content, delivery timescale
Data:	customer design, sketch or reference to current Traffic Signs Regulations and General Directions (TSRGD) and Chapter 7 of The Traffic Signs Manual (TSM)
File:	new, existing
Images:	bitmap, vector file types
Input Device:	keyboard, email, data storage device, scanner, digitiser
Company or Organisation's standards:	file-naming and location, frequency of file maintenance
Functions:	size, rotation, invert, prepare for drawing or plotting design, file location
Additional Elements:	more than one x- height, shape, alphabets
Attributes:	TSRGD number, sign details, Traffic Signface sheeting
Destination Device:	printer, production plotter, file storage device, file transmittal device

Materials:	paper, signface sheeting
Output Parameters:	design range, number of copies, device settings, colour
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures Knowledge and Understanding

You need to know and understand:

1. current relevant design information for Traffic Signs
2. current TSRGD (Traffic Signs Regulations and General Directions)
3. current working drawings for Traffic Sign design and manufacturing
4. design parameters including x- heights and stroke widths
5. the location of stored designs
6. what is the area of own responsibility and relevant reporting authority
7. how to obtain and understand customer requirements
8. how to develop design options
9. how to agree preferred design option with the customer
10. what are the Company/Organisation's procedures applicable to accessing data, such as Internet
11. the types of compatible formats that can be used to store signface design information
12. who are the relevant personnel
13. what problems may occur
14. what is the appropriate action to take if there are problems
15. what legislation and organisational codes of practice are relevant
16. what are the consequences of not following legislation and organisational requirements
17. what health and safety and environmental requirements and legislation are relevant and how to follow them
18. what are the consequences to you and to others of not following health and safety and environmental legislation
19. what methods to use to produce Traffic Signface design
20. how to use industry specific software
21. what methods of using bitmap and vector images should be used
22. what are the methods used for saving and locating design files
23. what methods of using input devices and scanning for viruses should be used
24. what are the available procedures for automating designs and checking
25. what methods of recovering from file or data corruption should be used
26. who is responsible for updating virus software and computer maintenance
27. what industry specific Traffic Signface design software is available to produce designs
28. what are the customer requirements

29. what are the industry design criteria that should be used for producing designs
30. what are the relevant design rules that need to be followed when producing drawings
31. what software functions should be used for inputting text and selecting symbols
32. what software functions should be used for design layout
33. what software functions should be used for displaying signs
34. how to check that the signface conforms to customer requirements
35. the types of destination devices that are available to you
36. the methods of using hard copy devices
37. what methods of using file storage devices should be used
38. what methods of communicating with selected device for printing or cutting signface design should be used
39. what methods can be used to check output
40. what materials are available for hard copy output and which is the correct material to choose
41. what problems may occur and what is the appropriate action to take within the limits of your own responsibility
42. how to check that the signface conforms to customer requirements and Industry regulations

Assessor Comments/Feedback

UNIT 3.25 CONDUCT SITE SURVEY AND PREPARE SIGNAGE WITHIN THE HIGHWAY (Level 6, 9 Credits)

Unit Overview

This unit describes the activities and procedures undertaken when conducting on site surveys to Road Traffic Signs within the highway. The unit covers Health and Safety regulations for working within the highway, production of survey data and sign schedules, knowledge of the Traffic Sign Regulations and General Directions and Traffic Sign Manuals.

The candidate will be expected to demonstrate through practical application, knowledge and understanding of all legislation relevant to their working environment.

This unit deals with the following:

1. Understand Health and Safety procedures for working within the highway
2. Create and update required files
3. Conduct site survey
4. Output traffic sign survey to destination

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Assessment Guidance and Evidence Requirements

Evidence Requirements

In order to demonstrate consistent performance, evidence should be provided to show that learners carry out activity relevant to this unit on at least two separate occasions.

The candidate must also prove to the assessor that they have the necessary knowledge and understanding that is required for the unit. Different types of evidence and assessment methods could be used, for example learner statements, questioning and professional discussion which should be recorded for verification.

Assessment Guidance

Simulation is not acceptable in the assessment of this unit - workplace performance evidence is mandatory.

Unit Detail

Performance Criteria

You must be able to:

1. define the site working area
2. identify any hazards and assess risks
3. select the appropriate method for gaining access to site
4. obtain and select the appropriate PPE (Personal Protective Equipment)
5. use equipment safely at all times
6. conduct yourself in a safe and professional manner on site

7. follow relevant health and safety and environmental requirements and legislation at all times
8. identify and locate existing files and data to be updated
9. enter designs using appropriate device within time schedule
10. follow procedures for computer "back up" and take the appropriate action if file or data corruption occurs
11. identify who is responsible for updating virus software and computer maintenance
12. use available automated procedures for design entry or checking
13. save any files created or updated according to company or organisation's procedures
14. identify and interpret work instructions to establish requirements
15. gather all relevant information
16. conduct a site survey taking account of all factors
17. analyse and evaluate information gained from site survey
18. identify aspects of the survey to which the TSRGD (Traffic Signs Regulations and General Directions) and TSM (Traffic Signs Manual) are used
19. record all information accurately and legibly using appropriate documentation
20. select the destination device and materials, which are suitable for purpose
21. check the destination device to ensure that it is ready to receive output
22. take the appropriate action if problems occur
23. check that the sign design is complete and correct prior to output
24. ensure that output parameters are identified and set up correctly to meet output requirements
25. check that the output is complete and meets customer requirements

Additional Information

Site Survey Factors:	location, environment, and amenities
Relevant Information:	site, manpower capabilities, and sequence of operations
File:	new, existing
Images:	bitmap, vector, file types
Input Device:	keyboard, email, data storage device, scanner, digitiser
Company or Organisation's standards:	file naming and location, frequency of file maintenance
Destination Device:	printer, production plotter, file storage device, file transmittal device
Materials:	paper, signface sheeting
Output Parameters:	design range, number of copies, device settings, and colour
Relevant Health and Safety and Environmental Requirements:	what your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational / site specific procedures

Knowledge and Understanding

You need to know and understand:

1. how to identify hazards and assess risks
2. how to use ladders safely
3. working at heights code of practice
4. the PPE (Personal Protective Equipment) requirements
5. responsibilities: individual and company
6. site safety practices
7. how to conduct yourself whilst on site
8. what problems may occur
9. what is the appropriate action to take if there are problems
10. what legislation and organisational codes of practice are relevant
11. what are the consequences of not following legislation and organisational requirements
12. what health and safety and environmental requirements and legislation are relevant and how to follow them
13. what are the consequences to you and to others of not following health and safety and environmental legislation
14. what methods to use to produce Traffic Signface design
15. how to use industry specific software
16. what methods of using bitmap and vector images should be used
17. what are the methods used for saving and locating design files
18. what methods of using input devices and scanning for viruses should be used
19. what are the available procedures for automating designs and checking
20. what methods of recovering from file or data corruption should be used
21. who is responsible for updating virus software and computer maintenance
22. how to identify and interpret work instructions
23. how to conduct a site survey
24. what factors need to be taken into account
25. what is the relevant information
26. how to analyse and evaluate information gained from site survey
27. how to identify aspects of the survey for which the TSRGD (Traffic Signs Regulations and General Directions) and TSM (Traffic Signs Manual) are relevant
28. how to record the information
29. the types of destination devices that are available to you
30. the methods of using hard copy devices
31. what methods of using file storage devices should be used
32. what methods of communicating with selected device for printing or cutting signface design should be used
33. what methods can be used to check output

34. what materials are available for hard copy output and which is the correct material to choose

35. what problems may occur and what is the appropriate action to take within the limits of your own responsibility

Assessor Comments/Feedback

NOTES



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