

Level 2 NVQ Certificate/Diploma in Interior Systems (Construction) (6567)

July 2013 Version 2.0

**Candidate Logbook/Work-Based Evidence Record
Mandatory Units**

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Level 2 NVQ Certificate/Diploma in Interior Systems (Construction) (6567)

Mandatory Units

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma in Interior Systems (Construction) - Partitioning	6567-01	600/7856/X
Level 2 NVQ Diploma in Interior Systems (Construction) – Dry Lining Fixing	6567-02	600/7856/X
Level 2 NVQ Diploma in Interior Systems (Construction) – Access Flooring	6567-03	600/7856/X
Level 2 NVQ Diploma in Interior Systems (Construction) – Interior Fixer and Sheeter	6567-04	600/7856/X
Level 2 NVQ Diploma in Interior Systems (Construction) – Protective Component Installation	6567-05	600/7856/X
Level 2 NVQ Diploma in Interior Systems (Construction) – Acoustic Floor Installation	6567-06	600/7856/X
Level 2 NVQ Certificate in Interior Systems (Construction) – Ceiling Fixing	6567-11	600/7994/0
Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Finishing	6567-12	600/7994/0
Level 2 NVQ Certificate in Interior Systems (Construction) – Cavity Barrier Installation	6567-13	600/7994/0

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Version and date	Change detail	Section
V2 July 2013	Reference to being observed in the workplace on several occasions has been deleted	Final page of each unit

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

Candidate name	
Candidate address	
Centre name	
Centre number	
Programme start date	
City & Guilds registration number	
Date of registration with City & Guilds	

This Candidate Logbook/Work-Based Evidence Record is your personal achievement in practical work carried out mostly in the workplace and knowledge assessments achieved. It may not be possible to replace this document, therefore it should be kept in good condition and in a safe place to be used by you to record your progress.

Once completed, you must keep this portfolio for a period of three years. During this time your training centre can request that you submit your portfolio to them. This will be returned to you.

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Internal Quality Assurer (IQA)	
Quality Consultant (QC)	

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Certificate/Diploma in Interior Systems (Construction) (6567)**. It contains forms you can use to record your evidence of what you have done.

There are 6 pathways within the Diploma and 3 pathways within the Certificate. You should discuss and agree with your assessor/tutor which pathway and which units you are going to work towards. This Logbook contains the **17 mandatory units** for the Certificate and Diploma only.

There are **17** units in total available in this Logbook. You should discuss and agree with your assessor/tutor which of these units you are going to work towards. The units in this logbook are for the Level 2 qualification.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 About your approved centre

Types of approved centres

Assessment for your qualification will be carried out at your centre. Your centre may be your place of work, a college, training provider or a combination of these.

City & Guilds approves centres to offer their qualifications and regularly monitors them to make sure they meet our quality standards and follow our assessment policies.

Centre responsibilities

Your centre is responsible for the administration of your qualification. Centre staff will:

- register you with City & Guilds
- give you your City & Guilds enrolment number
- apply for your certificate(s) when you have completed your qualification or units.

Centres are also responsible for supporting you as you work towards your NVQ. Centres will:

- carry out an initial assessment with you
- tell you about any learning or training (and resources) you will need to help you complete your qualification
- provide an induction programme to explain how the assessment process works
- produce an assessment plan for you.

Assessment roles

The following people at your centre will help you achieve your qualification.

The Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your workload and evidence
- observe you carrying out your job in the workplace over a period of time
- ask you questions about the work you do
- make decisions about your evidence
- judge when you are competent and meet the national standards
- give you feedback about your evidence and competence.

You may have more than one assessor depending on which units of the qualification you take.

The Internal Quality Assurer (IQA)

The Internal Quality Assurer (IQA) maintains the quality of assessment within the centre.

The Work-Based Recorder/Expert Witness

The role of the work-based recorder/expert witness is to:

- observe you carrying out work activities
- take photographs as evidence of work carried out
- authenticate work based recordings and testimonies
- ensure all work meets current industrial standards
- ensure all work is carried out in a safe manner
- be in regular communication with your assessor to evaluate your performance on site
- try to make sure you get the relevant work experience needed to meet the criteria of your NVQ
- provide support, guidance and motivation to help you complete your NVQ successfully

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

- provide your centre with your personal details so you can be registered with City & Guilds
- participate in an initial assessment and induction
- agree a personal assessment plan with your assessor
- collect and organise your evidence as agreed in your assessment plan
- attend regular meetings with your assessor to discuss your progress and to amend your plan when required
- meet with other centre and City & Guilds staff to talk about your qualification and evidence
- make sure you understand and comply with health and safety law and regulations.

Your centre **may** ask you to agree and sign a learning contract with them to show how you will be assessed for your qualification.

Learner registration number

Make sure you keep a note of your unique City & Guilds registration number on the front page of this logbook.

Moving to a new centre

If you change jobs or move to a new centre before you complete your qualification, you may be able to complete it at a new centre. Ask your centre to apply for any certificates of unit credit for you before you leave, and add them to your records.

A new centre will need your candidate enrolment number, your assessment records and evidence to help you complete your qualification.

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

Before you start work on your qualification you will meet with your assessor to discuss what you need to do to complete your qualification. This can include:

- checking you are taking the right qualification level
- checking you have chosen suitable units
- identifying any training or learning you will need to help you gain your qualification
- agreeing an assessment plan
- signing a learning contract.

Skill scan

As part of this meeting, you will discuss the skills and knowledge you may already have, and decide how this can be used towards your qualification. This process is sometimes called a skill scan. There is a Skill Scan Form in this logbook you can use to record the skills you may already have.

4.2 The assessment process

Once you have chosen your units you will make and agree an assessment plan with your assessor. This will show:

- the units the plan covers
- when you will be assessed
- where the assessment will take place
- what you will be doing
- what evidence you will produce
- who will assess you.

The plan should also indicate the methods of assessment to be used to collect your evidence.

Evidence can include:

- direct observation in the workplace by a qualified assessor
- witness testimony of work carried out by you in the workplace written by an expert witness
- questioning – this could be verbal, written or computer based
- other evidence which can include photographs or personal accounts.

Assessment requirements

Site Observations (SO) should be conducted in the workplace by your Assessor. For individual criteria not directly observed, evidence of your ability to complete a number of different tasks to confirm competence must be recorded.

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

The following people at your centre will explain the assessment and recording process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

The QC works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

5 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Candidate job profile

You can use this form to record your personal details if you don't already have a Candidate Résumé/ CV.

Skill scan/Initial assessment

This can be used to record the skills and knowledge you may already have. This may be part of your initial assessment.

Overall unit sign-off

You can use this form to log your achievement of the units for the whole qualification including completion of assignments and online assessment

On-site assessment plan/feedback

You and your assessor will use this form to plan each assessment session. Your assessor will use this form to give feedback on the task. It will also enable you and your assessor to plan what actions need to be done before the next session.

On-site observation report

Your assessor will complete during observation. You will both sign this as a true record.

Professional discussion supplementary evidence sheet

To be completed by you, your work-based recorder or another witness to evidence meeting assessment criteria that could not be signed off during direct observation with your assessor.

Oral questioning supplementary evidence sheet

Your assessor will use this form to log any additional questions and answers asked during observation or to mop up any missing evidence.

Photographic supplementary evidence

Use this form to include a photo and brief description of the task being carried out.

Work-based recorder details

To be completed by your work-based recorders to confirm occupational competence.

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

This is used to record the details of staff that will provide you with witness testimony.

Units

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number.

Please photocopy these forms as many times as required to log the evidence.

5.1 Candidate job profile



If you already have your own CV you can use that instead of this form.

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Partitioning (6567-01)**, you must achieve **40** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
270	L/600/7031	2	Installing proprietary partition systems in the workplace	14	47
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
683	H/600/7035	2	Removing and relocating proprietary partition systems in the workplace	16	53

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Dry Lining Fixing (6567-02)**, you must achieve **40** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
257	F/600/7088	2	Installing dry lining partition systems in the workplace	15	50
258	J/600/7092	2	Installing dry linings and encasements in the workplace	15	50
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Access Flooring (6567-03)**, you must achieve **42** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
273	M/600/7099	2	Installing raised access flooring systems in the workplace	15	50
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
684	H/600/7102	2	Removing and relocating raised access flooring systems in the workplace	17	57

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Interior Fixer and Sheeter (6567-04)**, you must achieve **71** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
257	F/600/7088	2	Installing dry lining partition systems in the workplace	15	50
258	J/600/7092	2	Installing dry linings and encasements in the workplace	15	50
259	K/503/3402	2	Installing first fixing components in the workplace	18	60
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
703	F/600/7107	2	Setting up and using circular saws in the workplace	13	43

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Protective Component Installation (6567-05)**, you must achieve **38** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
239	T/503/9560	2	Establishing work area protection and safety in the workplace	10	10
271	F/503/0120	2	Installing protective components in the workplace	18	60
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Acoustic Floor Installation (6567-06)**, you must achieve **37** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
239	T/503/9560	2	Establishing work area protection and safety in the workplace	10	10
247	J/503/0121	2	Installing acoustic flooring in the workplace	17	57
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Ceiling Fixing (6567-11)**, you must achieve **18** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
712	K/600/7022	2	Installing suspended ceiling systems in the workplace	8	27

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Finishing (6567-12)**, you must achieve **20** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
713	K/602/5505	2	Finishing dry lining walls or ceilings in the workplace	10	33

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Cavity Barrier Installation (6567-13)**, you must achieve **26** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
714	J/600/7027	2	Preparing and installing protection barriers in the workplace	16	53

5.3 Skill scan/initial assessment – Mandatory units

Qualification title: **Level 2 NVQ
Certificate/Diploma in
Interior Systems
(Construction) (6567)**

Qualification No: **6567**

Candidate name: _____

Unit	Duties	Examples	Training Required
101	Conforming to general health, safety and welfare in the workplace		
	Comply with all workplace health, safety and welfare legislation requirements.		
	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.		
	Comply with organisational policies and procedures to contribute to health, safety and welfare.		
	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.		
	Comply with and support all organisational security arrangements and approved procedures.		
218	Conforming to productive working practices in the workplace		
	Communicate with others to establish productive work practices.		
	Follow organisational procedures to plan the sequence of work.		
	Maintain relevant records in accordance with the organisational procedures.		
	Maintain good working relationships when conforming to productive working practices.		

239	Establishing work area protection and safety in the workplace		
	Interpret the given information relating to the work and resources when establishing work area protection and safety.		
	Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.		
	Maintain safe and healthy working practices when establishing work area protection and safety.		
	Select the required quantity and quality of resources for the methods of work to establish work area protection and safety.		
	Minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.		
	Complete the work within the allocated time when establishing work area protection and safety.		
	Comply with the given contract information to establish work area protection and safety to the required specification.		
247	Installing acoustic flooring in the workplace		
	Interpret the given information relating to the work and resources when installing acoustic flooring.		
	Know how to comply with relevant legislation and official guidance when installing acoustic flooring.		
	Maintain safe working practices when installing acoustic flooring.		
	Select the required quantity and quality of resources for the methods of work to install acoustic flooring.		
	Minimise the risk of damage to the work and surrounding area when installing acoustic flooring.		
	Complete the work within the allocated time when installing acoustic flooring.		
	Comply with the given contract information to install acoustic flooring to the required specification.		

257	Installing dry lining partition systems in the workplace		
	Interpret the given information relating to the work and resources when installing dry lining partition systems.		
	Know how to comply with relevant legislation and official guidance when installing dry lining partition systems.		
	Maintain safe working practices when installing dry lining partition systems.		
	Select the required quantity and quality of resources for the methods of work to install dry lining partition systems.		
	Minimise the risk of damage to the work and surrounding area when installing dry lining partition systems.		
	Complete the work within the allocated time when installing dry lining partition systems.		
	Comply with the given contract information to install dry lining partition systems to the required specification.		
258	Installing dry linings and encasements in the workplace		
	Interpret the given information relating to the work and resources when installing dry linings and encasements.		
	Know how to comply with relevant legislation and official guidance when installing dry linings and encasements.		
	Maintain safe working practices when installing dry linings and encasements.		
	Select the required quantity and quality of resources for the methods of work to install dry linings and encasements.		
	Minimise the risk of damage to the work and surrounding area when installing dry linings and encasements.		
	Complete the work within the allocated time when installing dry linings and encasements.		
	Comply with the given contract information to install dry linings and encasements to the required specification.		

259	Installing first fixing components in the workplace		
	Interpret the given information relating to the work and resources when installing first fixing components.		
	Know how to comply with relevant legislation and official guidance when installing first fixing components.		
	Maintain safe working practices when installing first fixing components.		
	Select the required quantity and quality of resources for the methods of work to install first fixing components.		
	Minimise the risk of damage to the work and surrounding area when installing first fixing components.		
	Complete the work within the allocated time when installing first fixing components.		
	Comply with the given contract information to install first fixing components to the required specification.		
270	Installing proprietary partition systems in the workplace		
	Interpret the given information relating to the work and resources when installing proprietary partition systems.		
	Know how to comply with relevant legislation and official guidance when installing proprietary partition systems.		
	Maintain safe working practices when installing proprietary partition systems.		
	Select the required quantity and quality of resources for the methods of work to install proprietary partition systems.		
	Minimise the risk of damage to the work and surrounding area when installing proprietary partition systems.		
	Complete the work within the allocated time when installing proprietary partition systems.		
	Comply with the given contract information to install proprietary partition systems to the required specification.		

271	Installing protective components in the workplace		
	Interpret the given information relating to the work and resources when installing protective components.		
	Know how to comply with relevant legislation and official guidance when installing protective components.		
	Maintain safe working practices when installing protective components.		
	Select the required quantity and quality of resources for the methods of work to install protective components.		
	Minimise the risk of damage to the work and surrounding area when installing protective components.		
	Complete the work within the allocated time when installing protective components..		
	Comply with the given contract information to install protective components to the required specification.		
273	Installing raised access flooring systems in the workplace		
	Interpret the given information relating to the work and resources when installing raised access flooring systems.		
	Know how to comply with relevant legislation and official guidance when installing raised access flooring systems.		
	Maintain safe working practices when installing raised access flooring systems.		
	Select the required quantity and quality of resources for the methods of work to install raised access flooring systems.		
	Minimise the risk of damage to the work and surrounding area when installing raised access flooring systems.		
	Complete the work within the allocated time when installing raised access flooring systems.		
	Comply with the given contract information to install raised access flooring systems to the required specification.		

608	Moving, handling and storing resources in the workplace		
	Comply with given information when moving, handling and/or storing resources.		
	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.		
	Maintain safe working practices when moving, handling and/or storing resources.		
	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.		
	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.		
	Complete the work within the allocated time when moving, handling and/or storing resources.		
	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.		
683	Removing and relocating proprietary partition systems in the workplace		
	Interpret the given information relating to the work and resources when removing and relocating proprietary partition systems.		
	Know how to comply with relevant legislation and official guidance when removing and relocating proprietary partition systems.		
	Maintain safe working practices when removing and relocating proprietary partition systems.		
	Select the required quantity and quality of resources for the methods of work to remove and relocate proprietary partition systems.		
	Minimise the risk of damage to the work and surrounding area when removing and relocating proprietary partition systems.		
	Complete the work within the allocated time when removing and relocating proprietary partition systems.		

	Comply with the given contract information to remove and relocate proprietary partition systems to the required specification.		
684	Removing and relocating raised access flooring systems in the workplace		
	Interpret the given information relating to the work and resources when removing and relocating raised access flooring systems.		
	Know how to comply with relevant legislation and official guidance when removing and relocating raised access flooring systems.		
	Maintain safe working practices when removing and relocating raised access flooring systems.		
	Select the required quantity and quality of resources for the methods of work to remove and relocate raised access flooring systems.		
	Minimise the risk of damage to the work and surrounding area when removing and relocating raised access flooring systems.		
	Complete the work within the allocated time when removing and relocating raised access flooring systems.		
	Comply with the given contract information to remove and relocate raised access flooring systems to the required specification.		
703	Setting up and using circular saws in the workplace		
	Interpret the given information relating to the work and resources when setting up and using circular saws.		
	Maintain safe working practices when setting up and using circular saws.		
	Carry out pre-start preparation inspections on power tools and equipment in accordance with approved procedures when setting up and using circular saws.		
	Carry out operations safely using power tools and to achieve the work outcome by setting up and using circular saws.		
	Identify problems associated with power tools and equipment which need to be referred to authorised personnel when setting up and using circular saws.		

	Minimise the risk of damage to the work and surrounding area when setting up and using circular saws.		
712	Installing suspended ceiling systems in the workplace		
	Interpret the given information relating to the work and resources when installing suspended ceiling systems.		
	Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems.		
	Maintain safe working practices when installing suspended ceiling systems.		
	Select the required quantity and quality of resources for the methods of work to install suspended ceiling systems.		
	Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems.		
	Complete the work within the allocated time when installing suspended ceiling systems.		
	Comply with the given contract information to install suspended ceiling systems to the required specification.		
713	Finishing dry lining walls or ceilings in the workplace		
	Interpret the given information relating to the work and resources when finishing dry lining walls or ceilings.		
	Know how to comply with relevant legislation and official guidance when finishing dry lining walls or ceilings.		
	Maintain safe working practices when finishing dry lining walls or ceilings.		
	Select the required quantity and quality of resources for the methods of work to finish dry lining walls or ceilings.		
	Minimise the risk of damage to the work and surrounding area when finishing dry lining walls or ceilings.		
	Complete the work within the allocated time when finishing dry lining walls or ceilings.		
	Comply with the given contract information to finish dry lining walls or ceilings to the required specification.		

714	Preparing and installing protection barriers in the workplace		
	Interpret the given information relating to the work and resources when preparing and installing protection barriers.		
	Know how to comply with relevant legislation and official guidance when preparing and installing protection barriers.		
	Maintain safe working practices when preparing and installing protection barriers.		
	Select the required quantity and quality of resources for the methods of work to prepare and install protection barriers.		
	Minimise the risk of damage to the work and surrounding area when preparing and installing protection barriers.		
	Complete the work within the allocated time when preparing and installing protection barriers.		
	Comply with the given contract information to prepare and install protection barriers to the required specification.		

5.4 Tracking Document



To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Partitioning (6567-01)**, you must achieve **40** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
270	2	Installing proprietary partition systems in the workplace	14		
608	2	Moving, handling and storing resources in the workplace	5		
683	2	Removing and relocating proprietary partition systems in the workplace	16		

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Dry Lining Fixing (6567-02)**, you must achieve **40** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
257	2	Installing dry lining partition systems in the workplace	15		
258	2	Installing dry linings and encasements in the workplace	15		
608	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Access Flooring (6567-03)**, you must achieve **42** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
273	2	Installing raised access flooring systems in the workplace	15		
608	2	Moving, handling and storing resources in the workplace	5		
684	2	Removing and relocating raised access flooring systems in the workplace	17		

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Interior Fixer and Sheeter (6567-04)**, you must achieve **71** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
257	2	Installing dry lining partition systems in the workplace	15		
258	2	Installing dry linings and encasements in the workplace	15		
259	2	Installing first fixing components in the workplace	18		
608	2	Moving, handling and storing resources in the workplace	5		
703	2	Setting up and using circular saws in the workplace	13		

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Protective Component Installation (6567-05)**, you must achieve **38** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
239	2	Establishing work area protection and safety in the workplace	10		
271	2	Installing protective components in the workplace	18		
608	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Interior Systems (Construction) – Acoustic Floor Installation (6567-06)**, you must achieve **37** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
239	2	Establishing work area protection and safety in the workplace	10		
247	2	Installing acoustic flooring in the workplace	17		
608	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Ceiling Fixing (6567-11)**, you must achieve **18** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
712	2	Installing suspended ceiling systems in the workplace	8		

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Finishing (6567-12)**, you must achieve **20** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
713	2	Finishing dry lining walls or ceilings in the workplace	10		

To achieve the **Level 2 NVQ Certificate in Interior Systems (Construction) – Cavity Barrier Installation (6567-13)**, you must achieve **26** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
714	2	Preparing and installing protection barriers in the workplace	16		

5.5 On site assessment plan/feedback



Portfolio evidence reference:	
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Candidate name:		Date:	
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Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:

(Use Assessor continuation sheet if required)

Forward Planning:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.6 On site observation report

Portfolio evidence reference:

Candidate name:

Date:

Candidate prepared for assessment

Yes / No

Candidate requires support

Yes / No

Candidate briefed on appeals procedure

Yes / No

Support required

Yes / No

Assessment location/address and postcode:

Learning
outcome
reference

Assessor observation:

(Use Assessor continuation sheet if required)

Candidate signature:

Date:

Assessor name:

Assessor signature:

Date:

IQA name:

IQA signature:

Date:

5.7 Professional discussion supplementary evidence sheet



Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Completed by: (please tick)

Candidate: ☐

Work-based Recorder ☐

Witness ☐

Learning outcome reference	Written evidence:

Reading taken (eg flow rates, pressure, temperature):

Candidate signature:	Date:
Assessor/Work-Based Recorder name:	Date:
Assessor/Work-Based Recorder signature:	Date:
IQA name:	IQA signature: Date:

Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Assessor question:	Candidate answer:
Assessor feedback:	

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.9 Photographic supplementary evidence



Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Brief description of task being carried out in the photograph (to be completed by the candidate):

(Attach photo in this box)

A large, empty rectangular box with a thin black border, intended for the candidate to attach a photograph of the task being performed.

Where the photograph was taken:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.10 Work-based recorder/expert witness details



If a work-based recorder/expert witness is to be used to confirm your competence in the workplace (system to be agreed by assessor) then to meet the requirements of the construction industry qualification assessment strategy (as agreed by the key industry bodies) he/she must be occupationally competent, endorsed by the employer the IQA or the assessor. The designated work-based recorder should ordinarily be your immediate work supervisor. It is recognised that over the lifetime of the qualification you may be allocated more than one work-based recorder. The requirements detailed below therefore **must** be completed by each work-based recorder allocated to you.

I confirm I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

5.11 Assessor continuation sheet
On site assessment plan/feedback
On site observation



Portfolio evidence reference:	
--------------------------------------	--

Candidate name:		Date:	
------------------------	--	--------------	--

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

Candidate name:		Date:	
------------------------	--	--------------	--

Anyone who witnesses and signs a piece of the candidate's evidence must provide a specimen signature in the table below

Witnesses relationship to candidate eg supervisor, customer, lecturer, assessor	Name	Signature	Date

Unit 101

2 credits

Conforming to general health, safety and welfare in the workplace

Level: 1
UAN: A/503/1170

Unit aim:

This unit is about awareness of relevant current statutory requirements and official guidance, responsibilities, to self and others, relating to workplace health, safety and welfare, personal behaviour and security in the workplace.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with all workplace health, safety and welfare legislation requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area							
1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements							
1.3 comply with:							
a. statutory requirements							
b. safety notices and warning notices displayed within the workplace and/or on equipment							

1.4	state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
1.5	state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
1.6	state which types of:							
	a. health, safety and welfare legislation							
	b. notices and warning signs are relevant to the occupational area and associated equipment							
1.7	state why:							
	a. health, safety and welfare legislation							
	b. notices and warning signs are relevant to the occupational area and associated equipment							
1.8	state how to comply with control measures that have been identified by risk assessments and safe systems of work.							

2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures							
2.2 list typical hazards associated with the work environment and occupational area in relation to:							
a. resources							
b. substances							
c. asbestos							
d. equipment							
e. obstructions							
f. storage							
g. services							
h. work activities							
2.3 list the current Health and Safety Executive top ten safety risks							
2.4 list the current Health and Safety Executive top five health risks							
2.5 state how changing circumstances within the workplace could cause hazards							
2.6 state the methods used for reporting changed circumstances, hazards and incidents in the workplace.							

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	interpret and comply with given instructions to maintain safe systems of work and quality working practices							
3.2	contribute to discussions by offering/providing feedback relating to health, safety and welfare							
3.3	contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures							
3.4	safely store health and safety control equipment in accordance with given instructions							
3.5	dispose of waste and/or consumable items in accordance with legislation							
3.6	state the organisational policies and procedures for health, safety and welfare, in relation to:							
	a. dealing with accidents and emergencies associated with the work and environment							
	b. methods of receiving or sourcing information							
	c. reporting							
	d. stopping work							
	e. evacuation							
	f. fire risks and safe exit procedures							
	g. consultation and feedback							
3.7	state the appropriate types of fire extinguishers relevant to the work							
3.8	state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.							

4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
4.1	demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare												
4.2	state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:												
	a. recognising when to stop work in the face of serious and imminent danger to self and/or others												
	b. contributing to discussions and providing feedback												
	c. reporting changed circumstances and incidents in the workplace												
	d. complying with the environmental requirements of the workplace												
4.3	give examples of how the behaviour and actions of individuals could affect others within the workplace.												

5. Comply with and support all organisational security arrangements and approved procedures.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
5.1 provide appropriate support for security arrangements in accordance with approved procedures:												
a. during the working day												
b. on completion of the day's work												
c. for unauthorised personnel (other operatives and the general public)												
d. for theft												
5.2 state how security arrangements are implemented in relation to:												
a. the workplace												
b. the general public												
c. site personnel												
d. resources.												

Unit 101

Conforming to general health, safety and welfare in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218

3 credits

Conforming to productive working practices in the workplace

Level: 2
UAN: J/503/1169

Unit aim:

The aim of this unit is to provide you with an awareness of:

- productive communication with line management, colleagues and customers
- interpreting information
- planning and carrying out productive work practices
- working with others or as an individual

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1 Communicate with others to establish productive work practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively							
1.2	describe the different methods of communicating with:							
	a. line management							
	b. colleagues							
	c. customers							
1.3	describe how to use different methods of communication to ensure that the work carried out is productive.							

2 Follow organisational procedures to plan the sequence of work.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	interpret relevant information from organisational procedures in order to plan the sequence of work							
2.2	plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively							
2.3	describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:							
	a. using resources for own and other's work requirements							
	b. allocating appropriate work to employees							
	c. organising the work sequence							
	d. reducing carbon emissions							
2.4	describe how to contribute to zero/low carbon work outcomes within the built environment.							

3 Maintain relevant records in accordance with the organisational procedures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	complete relevant documentation according to the occupation as required by the organisation							
3.2	describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:							
	a. job cards							
	b. worksheets							
	c. material/resource lists							
	d. time sheets							
3.3	explain the reasons for ensuring documentation is completed clearly and within given timescales.							

4 Maintain good working relationships when conforming to productive working practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships							
4.2	apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others							
4.3	describe how to maintain good working relationships, in relation to :							
	a. individuals							
	b. customer and operative							
	c. operative and line management							
	d. own and other occupations							
4.4	describe why it is important to work effectively with:							
	a. line management							
	b. colleagues							
	c. customers							
4.5	describe how working relationships could have an effect on productive working							
4.6	describe how to apply principles of equality and diversity when communicating and working with others.							

Unit 218

Conforming to productive working practices in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 239

Establishing work area protection and safety in the workplace

10 credits

Level: 2

UAN: T/503/9560

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare, provide for and maintain the protection and safety of the occupational area of work.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when establishing work area protection and safety.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. plans							
c. risk assessments							
d. method statements							
e. specifications							
f. schedules							
g. site inspections							
h. manufacturers' information							

1.2	comply with information and/or instructions derived from risk assessments and method statements						
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. plans						
	c. risk assessments						
	d. method statements						
	e. specifications						
	f. schedules						
	g. site inspection reports						
	h. manufacturers' information						
	i. regulations and official guidance associated with protecting work areas.						

2. Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. below ground level							
	c. in confined spaces							
	d. at height							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials							
	h. by manual handling							
	i. by mechanical lifting							

2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:						
	a. site						
	b. workplace						
	c. company						
	d. operative.						
2.3	explain what the accident reporting procedures are and who is responsible for making reports.						

3. Maintain safe and healthy working practices when establishing work area protection and safety.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when establishing work area protection and safety							
3.2	comply with information relating to specific risks to health when establishing work area protection and safety							
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to establishing work area protection and safety, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to establish work area protection and safety.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								
4.2 describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to:								
a. safety and security barriers								
b. protection and safety notices								
c. temporary structures								
d. signs and lighting								
e. hand and/or powered tools and equipment								
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported								
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources								
4.5 describe any potential hazards associated with the resources and methods of work								
4.6 describe how to calculate:								
a. quantity								
b. length								
c. area associated with the method/procedure to establish work area protection and safety.								

5. Minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when establishing work area protection and safety.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to establish work area protection and safety to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when establishing work area protection and safety:							
	a. measuring							
	b. setting out							
	c. positioning							
	d. assembling							
	e. constructing							
	f. securing							
	g. dismantling							
7.2	install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to barriers/temporary structures and one of the following:							
	a. protection and safety notices							
	b. safety lighting							
7.3	safely use:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.4	safely store the materials, tools and equipment used when establishing work area protection and safety							

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. plan for the protection and the safety of the work and surrounding environment							
	b. install, check and maintain the protection and safety equipment							
	c. dismantle and remove protection and safety equipment							
	d. install safety notices							
	e. install lighting systems							
	f. use hand tools, power tools and equipment							
	g. work at height							
	h. use access equipment							
7.6	describe the needs of other occupations and how to effectively communicate within a team when establishing work area protection and safety							
7.7	describe how to maintain the tools and equipment used when establishing work area protection and safety.							

Unit 239

Establishing work area protection and safety in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 247 Installing acoustic flooring in the workplace

17credits

Level: 2
UAN: J/503/0121

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing new and existing surfaces and installing acoustic flooring

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing acoustic flooring.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:								
a. drawings								
b. specifications								
c. schedules								
d. method statements								
e. manufacturers' information								
1.2 comply with information and/or instructions derived from risk assessments and method statements								
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented								

1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
e. method statements							
f. regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing acoustic flooring.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports							
2.4 state the types of fire extinguishers available when installing acoustic flooring and describe how and when they are used.							

3. Maintain safe working practices when installing acoustic flooring.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing acoustic flooring							
3.2	explain why, when and how Personal Protective Equipment (PPE) should be used, relating to installing acoustic flooring, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install acoustic flooring.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. cradles or support systems							
	b. battens							
	c. insulation							
	d. overlays and fixing systems							
	e. humidity testing equipment							
	f. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and method of work							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install acoustic flooring.							

5. Minimise the risk of damage to the work and surrounding area when installing acoustic flooring.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean work space							
5.3	dispose of waste in accordance with legislation							

5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when installing acoustic flooring.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install acoustic flooring to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when installing acoustic flooring:							
	a. measuring							
	b. marking out							
	c. positioning							
	d. leveling							
	e. fitting							
	f. finishing							
	g. securing							
7.2	prepare the area and install acoustic flooring to given working instructions relating to:							
	a. cradle or support systems							
	b. perimeter strips							
	c. overlay(s)							
7.3	safely use and store:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.4	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. assess installation area for level							
	b. identify sequence of installation with other operations							

c. identify substrate type							
d. identify datum and set out							
e. check for humidity							
f. determine the effects of humidity on acoustic flooring components							
g. lay cradles or support system							
h. make adjustments for height and level							
i. install insulation							
j. install perimeter strips							
k. install overlay							
l. use levelling tools and equipment							
m. use hand tools, power tools and equipment							
n. work at height							
o. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing acoustic flooring							
7.6 describe how to maintain the tools and equipment used when installing acoustic flooring.							

Unit 247 Installing acoustic flooring in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 257 Installing dry lining partition systems in the workplace

15 credits

Level: 2
UAN: F/600/7088

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing proprietary dry lining partition and ceiling systems

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony PS – Product supplementary
 PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing dry lining partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. manufacturers' information.						

2. Know how to comply with relevant legislation and official guidance when installing dry lining partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:								
a. in the workplace								
b. at height								
c. with tools and equipment								
d. with materials and substances								
e. with movement/storage of materials								
f. by manual handling and mechanical lifting								
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:								
a. site								
b. workplace								
c. company								
d. operative								
2.3 state what the accident reporting procedures are and who is responsible for making reports.								

3. Maintain safe working practices when installing dry lining partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing dry lining partition systems							
3.2	explain why and when personal protective equipment (PPE) should be used, relating to installing dry lining partition systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install dry lining partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. panels							
	b. plasterboards							
	c. metal sections							
	d. timber battens							
	e. fixings							
	f. fittings							
	g. hand and/or powered tools and equipment							
4.2	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.3	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							
4.4	outline potential hazards associated with the resources and method of work							
4.5	describe how to calculate:							
	a. quantity							
	b. length							
	c. area associated with the method/procedure to install dry lining partition systems.							

5. Minimise the risk of damage to the work and surrounding area when installing dry lining partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedure							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when installing dry lining partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install dry lining partition systems to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing dry lining partition systems:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install one of the following to contractor's working instructions:							
a. metal stud partitions (including forming openings, junctions and repairs)							
b. metal furring ceilings (including forming openings, junctions and repairs)							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. install metal stud, proprietary dry lining systems							
b. install metal furring ceilings							
c. form openings and junctions							
d. repair damaged partitions and ceilings							
e. use hand tools, power tools and equipment							
f. use access equipment							
7.4 safely use and store:							
a. hand tools							
b. portable power tools							
c. ancillary equipment							

7.5	state the needs of other occupations and how to communicate within a team when installing dry lining partition systems							
7.6	describe how to maintain the tools and equipment used when installing dry lining partition systems.							

Unit 257

Installing dry lining partition systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 258 Installing dry linings and encasements in the workplace

15 credits

Level: 2
UAN: J/600/7092

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing proprietary dry lining internal linings and column and beam encasements

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing dry linings and encasements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:								
a. drawings								
b. specifications								
c. schedules								
d. manufacturers' information								
1.2 comply with information and/or instructions derived from risk assessments and method statement								
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented								

1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when installing dry linings and encasements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing dry linings and encasements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing dry linings and encasements							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to installing dry linings and encasements, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install dry linings and encasements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. wallboards							
	b. thermal boards							
	c. glass reinforced gypsum board							
	d. metal firrings							
	e. timber battens							
	f. bonding compounds							
	g. fixings							
	h. fittings							
	i. hand and/or powered tools and equipment							

4.2	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.3	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							
4.4	outline potential hazards associated with the resources and method of work							
4.5	describe how to calculate quantity, length and area associated with the method/procedure to install dry linings and encasements.							

5. Minimise the risk of damage to the work and surrounding area when installing dry linings and encasements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage							
5.2	minimise damage and maintain a clean work space							
5.3	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.4	dispose of waste in accordance with legislation							
5.5	state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when installing dry linings and encasements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install dry linings and encasements to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing dry linings and encasements:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install any three of the following to contractor's working instructions:							
a. cladding to timber (including forming openings and repairs as appropriate)							
b. cladding to metal firrings (including forming openings and repairs as appropriate)							
c. direct bonding to solid backgrounds (including forming openings and repairs as appropriate)							
d. framed and frameless beam and column encasement systems (including forming openings and repairs as appropriate)							

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. install and repair dry internal linings for cladding to timber, cladding to metal firrings, direct bonding to solid backgrounds							
	b. form openings							
	c. install and repair framed and frameless beam and column encasements							
	d. use hand tools, power tools and equipment							
	e. use access equipment							
7.4	safely use and store:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when installing dry linings and encasements							
7.6	describe how to maintain the tools and equipment used when installing dry linings and encasements.							

Unit 258

Installing dry linings and encasements in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 259

Installing first fixing components in the workplace

18 credits

Level: 2

UAN: K/503/3402

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and carrying out first fixing.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing first fixing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. risk assessments							
	f. manufacturers' information							
	g. regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing first fixing components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. at height							
	c. below ground level							
	d. in confined spaces							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials							
	h. by manual handling and mechanical lifting							

2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	explain what the accident reporting procedures are and who is responsible for making reports							
2.4	state the types of fire extinguishers available when installing first fixing components and describe how and when they are used.							

3. Maintain safe working practices when installing first fixing components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment/working platforms (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing first fixing components							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing first fixing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.3	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install first fixing components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:								
a. timber								
b. manufactured sheet material								
c. metals								
d. frames								
e. linings								
f. staircases								
g. adhesives								
h. sealants								
i. fixings and associated ancillary items								
j. hand and/or powered tools and equipment								
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported								
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources								
4.5 describe any potential hazards associated with the resources and method of work								
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install first fixing components.								

5. Minimise the risk of damage to the work and surrounding area when installing first fixing components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean work space							
5.3	dispose of waste in accordance with legislation							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

6. Complete the work within the allocated time when installing first fixing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install first fixing components to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing first fixing components:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install four of the following to given working instructions:							
a. frames (door and/or window)							
b. linings (door and/or hatch)							
c. floor joist coverings (or flat roof decking)							
d. partitions (straight)							
e. staircases (straight)							
7.3 safely use and handle materials							
7.4 safely use:							
a. hand tools							
b. portable power tools							
c. ancillary equipment							
7.5 safely store the materials, tools and equipment used when installing first fixing components							

7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. prepare and fix standard door and window frames, window boards, linings, flooring/decking, partitions full or partial height (straight), plasterboard, staircases (straight)							
	b. form joints associated with first fixing							
	c. use hand tools, power tools and equipment							
	d. work at height							
	e. use access equipment							
7.7	describe the needs of other occupations and how to effectively communicate within a team when installing first fixing components							
7.8	describe the methods of sharpening the hand tools used when installing first fixing components							
7.9	describe how to maintain the tools and equipment used when installing first fixing components.							

Unit 259

Installing first fixing components in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 270 Installing proprietary partition systems in the workplace

14 credits

Level: 2
UAN: L/600/7031

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing either relocatable or operable proprietary partitioning systems

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							

1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when installing proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing proprietary partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing proprietary partition systems							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to installing proprietary partition systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install proprietary partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. panels							
	b. framing sections/track							
	c. glass							
	d. doors							
	e. ironmongery							

f. wall coverings							
g. fixings							
h. fittings							
i. hand and/or powered tools and equipment							
4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. how the organisational procedures are used							
4.4 outline potential hazards associated with the resources and method of work							
4.5 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install proprietary partition systems.							

5. Minimise the risk of damage to the work and surrounding area when installing proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when installing proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install proprietary partition systems to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing proprietary partition systems:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install one of the following partitioning systems to contractor's working instructions:							
a. relocatable partitioning systems, including doors, trims/mouldings, junctions							
or							
b. operable partitioning systems, including folding and sliding systems, trims/mouldings							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. use hand tools, power tools and equipment							
b. use access equipment							
plus either							
c. install non-ferrous metal relocatable partition systems							
d. hang doors							
e. fix mouldings and trims							
f. apply wall coverings							
g. install glazing							
or							

h. install folding and sliding operable partition systems							
i. fix mouldings, trims and doors							
7.4 safely use and store:							
a. hand tools							
b. portable power tools							
c. ancillary equipment							
7.5 state the needs of other occupations and how to communicate within a team when installing proprietary partition systems							
7.6 describe how to maintain the tools and equipment used when installing proprietary partition systems.							

Unit 270

Installing proprietary partition systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 271 Installing protective components in the workplace

18 credits

Level: 2
UAN: F/503/0120

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing protective components

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing protective components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. manufacturers' information						
	e. method statements						
	f. regulations governing buildings.						

2. Know how to comply with relevant legislation and official guidance when installing protective components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. below ground level							
	c. at height							
	d. in confined spaces							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials							
	h. by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							

2.3	explain what the accident reporting procedures are and who is responsible for making reports						
2.4	state the types of fire extinguishers available when installing protective components and describe how and when they are used.						

3. Maintain safe working practices when installing protective components.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
3.1	use Personal Protective Equipment (PPE) and access equipment (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing protective components						
3.2	explain why, and when and how Personal Protective Equipment (PPE) should be used, relating to installing protective components, and the:						
	a. types						
	b. purpose						
	c. limitations of each type						
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:						
	a. fires						
	b. spillages						
	c. injuries						
	d. other task-related hazards.						

4. Select the required quantity and quality of resources for the methods of work to install protective components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. protective components and fixings							
	b. adhesives							
	c. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and method of work							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install protective components.							

5. Minimise the risk of damage to the work and surrounding area when installing protective components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean work space							
5.3	dispose of waste in accordance with legislation							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

6. Complete the work within the allocated time when installing protective components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	demonstrate completion of the work within the allocated time							
6.2	state the purpose of the work programme and explain why deadlines should be kept in relation to:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install protective components to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing protective components:								
a. measuring								
b. marking out								
c. leveling								
d. aligning								
e. fitting								
f. finishing								
g. positioning								
h. securing								
7.2 prepare the area and install seven of the following protective components to given working instructions:								
a. handrails, combi or grab rails								
b. wall protection								
c. corner protection								
d. bedhead protection and/or bed locators								
e. impact protection								
f. sheet protection								
g. door/frame protection								
h. bump rails/parking fenders								
i. barriers								
j. kickplates								
k. bollards or wheeled bollards								
l. solar shading								
m. explosive venting								
n. entrance flooring								

o. expansion joint covers							
p. stair nosing and side trims							
7.3 safely use and store:							
a. materials							
b. hand tools							
c. portable power tools							
d. ancillary equipment							
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. confirm area to secure components							
b. identify substrate types							
c. identify sequence of installation with other operations							
d. confirm type of installation and components							
e. identify datum and set out							
f. prepare for the installation of protective components							
g. prepare adhesives (two packs and sprayed)							
h. use adhesives							
i. select, prepare and install protective components							
j. identify and interpret manufacturers requirements							
k. liaise with contractors							
l. protect the public							
m. use hand tools, power tools and equipment							
n. work at height							
o. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing protective components							
7.6 describe how to maintain the tools and equipment used when installing protective components.							

Unit 271

Installing protective components in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 273 Installing raised access flooring systems in the workplace

15 credits

Level: 2
UAN: M/600/7099

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing/installing raised flooring systems with fire barriers, ramps and steps

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. manufacturers' information.						

2. Know how to comply with relevant legislation and official guidance when installing raised access flooring systems.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:						
	a. in the workplace						
	b. at height						
	c. with tools and equipment						
	d. with materials and substances						
	e. with movement/storage of materials						
	f. by manual handling and mechanical lifting						
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:						
	a. site						
	b. workplace						
	c. company						
	d. operative						
2.3	state what the accident reporting procedures are and who is responsible for making reports.						

3. Maintain safe working practices when installing raised access flooring systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when installing raised access flooring systems							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to installing raised access flooring systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install raised access flooring systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:								
a. floor system components								
b. skirting								
c. perimeter strips								
d. timber								
e. timber-based sheet material								
f. fixings								
g. fittings								
h. hand and/or powered tools and equipment								
4.2 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								
4.3 state:								
a. how the resources should be used correctly								
b. how problems associated with the resources are reported								
c. how the organisational procedures are used								
4.4 outline potential hazards associated with the resources and method of work								
4.5 describe how to calculate:								
a. quantity								
b. length								
c. area associated with the method/procedure to install raised access flooring systems.								

5. Minimise the risk of damage to the work and surrounding area when installing raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when installing raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install raised access flooring systems to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing raised access flooring systems:								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning								
f. securing								
7.2 install the following to contractor's working instructions:								
a. proprietary raised access flooring systems (including ramps, steps)								
b. mouldings								
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. install raised access floor systems with fire barriers, ramps and steps								
b. form openings for grilles and outlet boxes to raised access floor systems								
c. fix plastic and timber skirting								
d. use hand tools, power tools and equipment								
7.4 safely use and store:								
a. hand tools								
b. portable power tools								
c. ancillary equipment								
7.5 state the needs of other occupations and how to communicate within a team when installing raised access flooring systems								
7.6 describe how to maintain the tools and equipment used when installing raised access flooring systems.								

Unit 273

Installing raised access flooring systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 608

5 credits

Moving, handling and storing resources in the workplace

Level: 2

UAN: F/503/1171

Unit aim:

The aim of this unit is to provide you with the skills and knowledge required to:

- interpret information
- adopt safe and healthy working practices
- select aids or equipment to move, handle or store occupational resources
- move, handle and store occupational resources to maintain useful condition.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with given information when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation							
1.2	interpret the given information relating to the use and storage of lifting aids and equipment							
1.3	describe the different types of technical, product and regulatory information, their source and how they are interpreted							
1.4	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.5	describe how to obtain information relating to using and storing lifting aids and equipment.							

2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:								
a. in the workplace								
b. in confined spaces								
c. below ground level								
d. at height								
e. with tools and equipment								
f. with materials and substances								
g. with movement/storage of materials								
h. by manual handling and mechanical lifting								
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:								
a. site								
b. workplace								
c. company								
d. operative								
2.3 explain what the accident reporting procedures are and who is responsible for making the reports								
2.4 state the appropriate types of fire extinguishers relevant to the work								
2.5 describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.								

3. Maintain safe working practices when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources							
3.2	use lifting aids safely as appropriate to the work							
3.3	protect the environment in accordance with safe working practices as appropriate to the work							
3.4	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.5	describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
3.6	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select the relevant resources to be moved, handled and/or stored, associated with own work							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:							
	a. lifting and handling aids							
	b. container(s)							
	c. fixing, holding and securing systems							
4.3	describe how the resources should be handled and how any problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work.							

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	dispose of waste and packaging in accordance with legislation							
5.3	maintain a clean work space when moving, handling or storing resources							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							

5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when moving, handling and/or storing occupational resources:							
	a. moving							
	b. positioning							
	c. storing							
	d. securing and/or using lifting aids							
	e. kinetic lifting techniques							
7.2	move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:							
	a. sheet material							
	b. loose material							
	c. bagged or wrapped material							
	d. fragile material							
	e. tools and equipment							
	f. components							
	g. liquids							
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources							
7.4	describe the needs of other occupations when moving, handling and/or storing resources.							

Unit 608

Moving, handling and storing resources in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 683

Removing and relocating proprietary partition systems in the workplace

16 credits

Level: 2

UAN: H/600/7035

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- carrying out removal and reinstallation of relocatable or operable proprietary partitioning systems

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when removing and relocating proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. manufacturer's information.						

2. Know how to comply with relevant legislation and official guidance when removing and relocating proprietary partition systems.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:						
	a. in the workplace						
	b. at height						
	c. with tools and equipment						
	d. with materials and substances						
	e. with movement/storage of materials						
	f. by manual handling and mechanical lifting						
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:						
	a. site						
	b. workplace						
	c. company						
	d. operative						
2.3	state what the accident reporting procedures are and who is responsible for making reports.						

3. Maintain safe working practices when removing and relocating proprietary partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when removing and relocating proprietary partition systems							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to removing and relocating proprietary partition systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to remove and relocate proprietary partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. panels							
	b. framing sections/track							
	c. glass							
	d. doors							
	e. ironmongery							
	f. wall coverings							
	g. fixings							
	h. fittings							
	i. hand and/or powered tools and equipment							
4.2	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.3	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							
4.4	outline potential hazards associated with the resources and method of work							
4.5	describe how to calculate:							
	a. quantity							
	b. length							
	c. area associated with the method/procedure to reinstate excavation and highway surfaces.							

5. Minimise the risk of damage to the work and surrounding area when removing and relocating proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when removing and relocating proprietary partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to remove and relocate proprietary partition systems to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when removing and relocating proprietary partition systems:							
	a. measuring							
	b. marking out							
	c. removing							
	d. fitting							
	e. finishing							
	f. positioning							
	g. securing							
7.2	remove and reinstall one of the following partitioning systems to contractor's working instructions:							
	a. relocatable partitioning systems, including doors, trims/mouldings, junctions							
	or							
	b. operable partitioning systems, including folding and sliding systems, trims/mouldings							
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. use hand tools, power tools and equipment							
	b. use access equipment							
	plus either							
	c. remove and reinstall non-ferrous metal relocatable partition systems, hung doors, mouldings and trims, wall coverings and glazing							
	or							
	d. remove and reinstall folding and sliding operable partition systems, hung doors, mouldings, trims and doors							
7.4	safely use and store:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when removing and relocating proprietary partition systems							
7.6	describe how to maintain the tools and equipment used when removing and relocating proprietary partition systems.							

Unit 683

Removing and relocating proprietary partition systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 684 Removing and relocating raised access flooring systems in the workplace

17 credits

Level: 2
UAN: H/600/7102

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- carrying out removal and reinstallation of raised flooring systems with fire barriers, ramps and steps

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when removing and relocating raised access flooring systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract information from:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statement							
1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							

1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when removing and relocating raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when removing and relocating raised access flooring systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when removing and relocating raised access flooring systems							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to removing and relocating raised access flooring systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to remove and relocate raised access flooring systems.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:									
	a. floor system components									
	b. skirting									
	c. perimeter strips									
	d. timber									
	e. timber-based sheet material									
	f. fixings									
	g. fittings									
	h. hand and/or powered tools and equipment									
4.2	select resources associated with own work in relation to:									
	a. materials									
	b. components									
	c. fixings									
	d. tools									
	e. equipment									
4.3	state:									
	a. how the resources should be used correctly									
	b. how problems associated with the resources are reported									
	c. how the organisational procedures are used									
4.4	outline potential hazards associated with the resources and method of work									
4.5	describe how to calculate:									
	a. quantity									
	b. length									
	c. area associated with the method/procedure to remove and relocate raised access flooring systems.									

5. Minimise the risk of damage to the work and surrounding area when removing and relocating raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when removing and relocating raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to remove and relocate raised access flooring systems to the required specification.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
7.1	demonstrate the following work skills when removing and relocating raised access flooring systems:						
	a. measuring						
	b. marking out						
	c. removing						
	d. fitting						
	e. finishing						
	f. positioning						
	g. securing						
7.2	remove and reinstall the following to contractor's working instructions:						
	a. proprietary raised access flooring systems (including ramps, steps)						
	b. mouldings						
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. remove and reinstall raised access floor systems with fire barriers, ramps and steps						
	b. remove and re-form openings for grilles and outlet boxes to raised access floor systems						
	c. fix new plastic and timber skirting						
	d. use hand tools, power tools and equipment						
7.4	safely use and store:						
	a. hand tools						
	b. portable power tools						
	c. ancillary equipment						
7.5	state the needs of other occupations and how to communicate within a team when removing and relocating raised access flooring systems						
7.6	describe how to maintain the tools and equipment used when removing and relocating raised access flooring systems.						

Unit 684

Removing and relocating raised access flooring systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 703 Setting up and using circular saws in the workplace

13 credits

Level: 2
UAN: F/600/7107

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- setting up fixed and/or transportable machinery and sawing to size timber and timber-based sheet material and/or non-ferrous metal

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when setting up and using circular saws.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:								
a. drawings								
b. specifications								
c. cutting lists								
d. schedules								
e. manufacturers' information								
f. operating instructions								
1.2 comply with information and/or instructions derived from risk assessments and method statement								

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. specifications							
	c. schedules cutting lists							
	d. manufacturers' information							
	e. regulations governing the use of machinery to work wood and/or non-ferrous metal.							

2. Maintain safe working practices when setting up and using circular saws.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. change saw blades							
	b. cut material to size							
	c. operate fixed or transportable circular saws							
2.2	use Personal Protective Equipment (PPE) safely to carry out the activity in accordance with legislation and organisational requirements when setting up and using circular saws							
2.3	explain why and when Personal Protective Equipment (PPE) should be used, relating to setting up and using circular saws, and the:							
	a. types							
	b. purpose							
	c. limitations of each type.							

3. Carry out pre-start preparation inspections on power tools and equipment in accordance with approved procedures when setting up and using circular saws.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1 carry out pre-start checks in accordance with:								
a. legislation								
b. official guidance								
c. organisational requirements								
3.2 describe your responsibilities under current legislation and official guidance whilst working:								
a. in the workplace								
b. with tools, machinery and equipment								
c. with materials and substances								
d. with movement/storage of materials								
e. by manual handling and mechanical lifting								
3.3 state what the accident reporting procedures are and who is responsible for making reports.								

4. Carry out operations safely using power tools and to achieve the work outcome by setting up and using circular saws.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 demonstrate the following work skills when setting up and using circular saws:								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning								
f. securing								
4.2 use fixed or transportable circular saws and appropriate safety aids to:								
a. change saw blades (portable saws only) appropriate to the material and use								
b. cut timber and timber manufactured sheet material and/or non-ferrous metal to size								

4.3	outline potential hazards associated with the resources and method of work						
4.4	explain how to calculate:						
	a. quantity						
	b. length						
	c. area						
	d. wastage associated with the method/procedure to set up and use circular saws						
4.5	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:						
	a. timber, manufactured sheet material, non-ferrous metal						
	b. saw blades						
	c. safety aids (push sticks and jigs etc)						
	d. hand tools and equipment.						

5. Identify problems associated with power tools and equipment which need to be referred to authorised personnel when setting up and using circular saws.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1 carry out checks in accordance with:								
a. manufacturer's/operator's guidance								
b. legislation and official guidance								
c. organisational requirements								
5.2 safely use and store fixed or transportable circular saws and safety aids								
5.3 state:								
a. how the resources should be used correctly								
b. how problems associated with the resources are reported								
c. how the organisational procedures are used								
5.4 describe how to maintain the tools and equipment used when setting up and using circular saws.								

6. Minimise the risk of damage to the work and surrounding area when setting up and using circular saws.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1 minimise damage and maintain a clean work space														
6.2 dispose of waste in accordance with legislation														
6.3 state why the disposal of waste should be carried out in relation to the work.														

Unit 703

Setting up and using circular saws in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 712 Installing suspended ceiling systems in the workplace

8 credits

Level: 2
UAN: K/600/7022

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing proprietary suspended ceilings in domestic, commercial and industrial situations

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. manufacturers' information.						

2. Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe their responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. at height							
	c. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials							
	f. by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing suspended ceiling systems							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to installing suspended ceiling systems, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. tiles							
	b. grid components							
	c. hangers							
	d. battens							
	e. braces							
	f. light fittings							
	g. grilles							
	h. insulation							
	i. panels							
	j. sealants							
	k. fixings							
	l. fittings							
	m. hand and/or powered tools and equipment							
4.2	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.3	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							

4.4	outline potential hazards associated with the resources and method of work						
4.5	describe how to calculate:						
	a. quantity						
	b. length						
	c. area associated with the method/procedure to install suspended ceiling systems.						

5. Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage							
5.2	minimise damage and maintain a clean work space							
5.3	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.4	dispose of waste in accordance with legislation							
5.5	state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when installing suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	demonstrate completion of the work within the allocated time							
6.2	state the purpose of the work programme and explain why deadlines should be kept in relation to:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install suspended ceiling systems to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing suspended ceiling systems:								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning								
f. securing								
7.2 install at least one of the following suspended ceiling systems to contractor's working instructions:								
a. standard and proprietary suspended ceilings, including repairs								
and/or								
b. specialist proprietary suspended ceilings for ambient temperature controlled and/or passive fire controlled areas								
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. install and repair exposed grid, linear and open cell, metal furring/pan grid proprietary suspended ceilings								
b. install light fittings and grilles to proprietary suspended ceilings								
c. install fire, smoke, sound and thermal cavity barriers								
d. use hand tools, power tools and equipment								
e. use access equipment								
and/or								
f. install, clean and check stability of ambient/temperature controlled suspended ceilings								
g. confirm seal of panel joints								
h. use hand tools, power tools and equipment								
i. use access equipment								

7.4	safely use and store:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when installing suspended ceiling systems							
7.6	describe how to maintain the tools and equipment used when installing suspended ceiling systems.							

Unit 712

Installing suspended ceiling systems in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 713 Finishing dry lining walls or ceilings in the workplace

33 credits

Level: 2
UAN: K/602/5505

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and carrying out finishing to dry lining of walls or ceilings.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when finishing dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:								
a. drawings								
b. specifications								
c. schedules								
d. method statements								
e. risk assessments								
f. manufacturers' information								
1.2 comply with information and/or instructions derived from risk assessments and method statements								

1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.4	describe different types of information, their source and how they are interpreted in relation to:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. method statements						
	e. manufacturers' information.						

2. Know how to comply with relevant legislation and official guidance when finishing dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:								
a. in the workplace								
b. below ground level								
c. at height								
d. in confined spaces								
e. with tools and equipment								
f. with materials and substances								
g. with movement/storage of materials								
h. by manual handling and mechanical lifting.								
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:								
a. site								
b. workplace								
c. company								
d. operative								
2.3 state what the accident reporting procedures are and who is responsible for making reports.								

3. Maintain safe working practices when finishing dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when finishing dry lining walls or ceilings							
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to finishing dry lining walls or ceilings, and the:							
	a. types							
	b. purpose							
	c. limitations of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to to finish dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. tapes							
	b. scrims							
	c. angle beads							
	d. jointing and finishing compounds							
	e. primers							
	f. top coats							
	g. skimming/finishing plasters							
	h. hand and/or powered tools and equipment							

4.2	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.3	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							
4.4	outline potential hazards associated with the resources and method of work.							
4.5	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to finish dry lining walls or ceilings.							

5. Minimise the risk of damage to the work and surrounding area when finishing dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage.								
5.2 minimise damage and maintain a clean work space.								
5.3 describe how to protect work from damage and the purpose of protection in relation to:								
a. general workplace activities								
b. other occupations								
c. adverse weather conditions								
5.4 dispose of waste in accordance with legislation.								
5.5 state why the disposal of waste should be carried out safely, in accordance with:								
a. environmental responsibilities								
b. organisational procedures								
c. manufacturers' information								
d. statutory regulations								
e. official guidance.								

6. Complete the work within the allocated time when finishing dry lining walls or ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time.								
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:								
a. types of progress charts, timetables and estimated times								
b. organisational procedures for reporting circumstances which will affect the work programme.								

7. Comply with the given contract information to finish dry lining walls or ceilings to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when:								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning								
f. securing								
7.2 apply the following to given working instructions:								
a. tape to vertical and horizontal dry lining edges (hand and/or mechanical methods)								
b. form internal and external angles								
c. priming/protection/top coat								
and/or								
d. plaster finish								
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. apply tape to vertical and horizontal dry lining edges, by hand and mechanical methods								
b. form internal and external corners								
c. apply primers, protection coats, top coats								
d. apply plaster finish								
e. use hand tools, power tools and equipment								
f. work at height								
g. use access equipment								

7.4	safely use and store:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when finishing dry lining walls or ceilings							
7.6	describe how to maintain the tools and equipment used when finishing dry lining walls or ceilings.							

Unit 713

Finishing dry lining walls or ceilings in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 714

Preparing and installing protection barriers in the workplace

16 credits

Level: 2

UAN: J/600/7027

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when preparing and installing protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when preparing and installing protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when preparing and installing protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when preparing and installing protection barriers							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to preparing and installing protection barriers, and the:							
a. types							
b. purpose							
c. limitations of each type							

3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to prepare and install protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
a. insulation							
b. dampers							
c. sealants							
d. metal sections							
e. fixings							
f. fittings							
g. hand and/or powered tools and equipment							
4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							

4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. how the organisational procedures are used							
4.4 outline potential hazards associated with the resources and method of work							
4.5 describe how to calculate:							
a. quantity							
b. length							
c. area associated with the method/procedure to prepare and install protection barriers.							

5. Minimise the risk of damage to the work and surrounding area when preparing and installing protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when preparing and installing protection barriers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to prepare and install protection barriers to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when preparing and installing protection barriers:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 prepare and install any two of the following to floor and/or ceiling voids to contractor's working instructions:							
a. fire							
b. smoke							
c. sound and thermal protection barriers							

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. install fire, smoke, sound and thermal protection barriers to floor and/or ceiling voids							
	b. seal trunking and pipes							
	c. use hand tools, power tools and equipment							
	d. use access equipment							
7.4	safely use and store:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when preparing and installing protection barriers							
7.6	describe how to maintain the tools and equipment used when preparing and installing protection barriers.							

Unit 714

Preparing and installing protection barriers in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 **Summary of City & Guilds assessment policies**

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **www.cityandguilds.com**, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **www.cityandguilds.com**, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **www.cityandguilds.com** or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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