

Level 2 NVQ Certificate/Diploma in Insulation and Building Treatments (5931)

October 2017 Version 4.2



Qualifications at a glance

Subject area	Insulation and Building Treatments
City & Guilds number	5931
Age group approved	16+
Entry requirements	N/A
Assessment	Portfolio
Fast track	Available
Support materials	Centre handbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Construction)	5931-01	600/3186/4
Level 2 NVQ Certificate in Insulation and Building Treatments – Cavity Wall Insulation (Construction)	5931-02	600/3187/6
Level 2 NVQ Certificate in Insulation and Building Treatments – Loft Insulation (Construction)	5931-03	600/3185/2
Level 2 NVQ Certificate in Insulation and Building Treatments – Draught-proofing (Construction)	5931-04	600/3480/4
Level 2 NVQ Certificate in Insulation and Building Treatments – Internal Insulation (Construction)	5931-05	600/3479/8
Level 2 NVQ Certificate in Insulation and Building Treatments – Insulate Framed Sections of Buildings (Construction)	5931-06	600/3478/6
Level 2 NVQ Diploma in Insulation and Building Treatments (Construction)	5931-07	600/3481/6
Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Boarder)	5931-08	600/7384/6
Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Finisher)	5931-09	600/7383/4
Level 2 NVQ Diploma in Insulation and Building Treatments – External Wall Insulation (Boarder/Finisher)	5931-10	600/7382/2

Date and version No.	Change detail	Section
May 2012 V2.0	Amendment of 5931-07 ROC.	Structure
	Amendments to qualification titles.	Qualifications at a glance Structure
Jan 2013 V3.0	Addition of 5931-08,09,10 structures	Structure
	Amendments to qualification titles.	Qualifications at a glance Structure
March 2014 V4	Unit 208 Credits and GLH amended	Units
May 2015 V4.1	Assessment criteria amended for unit 201, 4.5; unit 202, 1.4; unit 207, 4.6; unit 212, 7.6.	Units
October 2017 V4.2	Added TQT details	Qualification at a glance & Structure
	Deleted QCF	Throughout



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who are these qualifications for?	These qualifications are ideal for those working in the construction industry and specialising in insulation and building treatments.
What does the qualification cover?	<p>They cover a number of specialist areas including:</p> <ul style="list-style-type: none">• cavity wall insulation• external wall insulation• loft insulation• draught-proofing• internal insulation• insulating framed sections of buildings• wood preservation and damp-proofing• wall tie replacement <p>Upon completion, learners show that they have the required skills and knowledge and are competent in the specialist occupational area.</p>
Are the qualifications part of a framework or initiative?	These qualifications form the competence based element of the Intermediate Apprenticeship in Construction Specialist (Level 2), pathway 12: Insulation and Building Treatments.
What opportunities for progression are there?	These qualifications will allow learners to progress into employment or onto an Advanced Apprenticeship in the Construction Sector.

Structure

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - External Wall Insulation (Construction) (5931-01) (600/3186/4)**, learners must achieve **29** credits from the mandatory units.

Learners can also undertake the elective units in the table below, however credits from these units will not contribute to the overall achievement of the qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
H/503/3026	203	Installing external wall insulation in the workplace	19
Elective			
D/503/3042	209	Applying surface finishes to external wall insulation in the workplace	19
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - Cavity Wall Insulation (Construction) (5931-02) (600/3187/6)**, learners must achieve **28** credits from the mandatory units.

Learners can also undertake the elective Unit 210, however the credits from this unit will not contribute to the overall achievement of this qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
L/503/3070	204	Installing cavity wall insulation in the workplace	18
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - Loft Insulation (Construction) (5931-03) (600/3185/2)**, learners must achieve **26** credits from the mandatory units.

Learners can also undertake the elective Unit 210, however the credits from this unit will not contribute to the overall achievement of this qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
F/503/3115	205	Installing loft insulation in the workplace	16
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - Draught-proofing (Construction) (5931-04) (600/3480/4)**, learners must achieve **22** credits from the mandatory units.

Learners can also undertake the elective Unit 210, however the credits from this unit will not contribute to the overall achievement of this qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
L/503/3117	206	Installing draught-proofing to openings in the Workplace	12
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - Internal Insulation (Construction) (5931-05) (600/3479/8)**, learners must achieve **29** credits from the mandatory units.

Learners can also undertake the elective Unit 210, however the credits from this unit will not contribute to the overall achievement of this qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
J/503/2886	207	Installing internal insulation to walls, floors or ceilings in the workplace	19
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

To achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - Insulate Framed Sections of Buildings (Construction) (5931-06) (600/3478/6)**, learners must achieve **29** credits from the mandatory units.

Learners can also undertake the elective Unit 210, however the credits from this unit will not contribute to the overall achievement of this qualification.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
T/503/2916	208	Installing Insulation to Framed Sections of Buildings in the Workplace	19
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Level 2 NVQ Diploma in Insulation and Building Treatments (Construction) (5931-07) (600/3481/6)

There are two pathways in which to achieve this qualification:

- Level 2 NVQ Diploma in Insulation and Building Treatments (Wood Preserving and Damp-proofing)
- Level 2 NVQ Diploma in Insulation and Building Treatments (Wall Tie Replacement)

The rules of combination for each pathway are as follows:

Learners must achieve **57 credits** from the mandatory units in the table below to achieve the **Level 2 NVQ Diploma in Insulation and Building Treatments (Wood Preserving and Damp-proofing) (5931-07) (600/3481/6)**.

Learners can also undertake the elective Unit 210. The credits from this unit will not contribute to the overall achievement of this qualification pathway.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
L/503/2971	211	Preparing structures for treatment in the workplace	13
H/503/2992	212	Reinstating the structure after treatment in the workplace	18
M/503/2977	213	Applying preservation treatment in the workplace	16
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Learners must achieve **57 credits** from the mandatory units listed in the table below to achieve the **Level 2 NVQ Diploma in Insulation and Building Treatments (Wall Tie Replacement) (5931-07) (600/3481/6)**.

Learners can also undertake the elective Unit 210. The credits from this unit will not contribute to the overall achievement of this qualification pathway.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to General Health, Safety and Welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
L/503/2971	211	Preparing structures for treatment in the workplace	13
H/503/2992	212	Reinstating the structure after treatment in the workplace	18
J/503/3004	214	Installing wall ties in existing structures in the workplace	16
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Learners must achieve **29 credits** from the mandatory units listed in the table below to achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - External Wall Insulation (Boarder) (5931-08) (600/7384/6)**.

Learners can also undertake the elective Unit 210. The credits from this unit will not contribute to the overall achievement of this qualification pathway.

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to General Health, Safety and Welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
H/503/3026	203	Installing external wall insulation in the workplace	19
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Learners must achieve **29 credits** from the mandatory units listed in the table below to achieve the **Level 2 NVQ Certificate in Insulation and Building Treatments - External Wall Insulation (Finisher) (5931-09) (600/7383/4)**.

Learners can also undertake the elective Unit 210. The credits from this unit will not contribute to the overall achievement of this qualification pathway.

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to General Health, Safety and Welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
D/503/3042	209	Applying surface finishes to external wall insulation in the workplace	19
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Learners must achieve **48 credits** from the mandatory units listed in the table below to achieve the **Level 2 NVQ Diploma in Insulation and Building Treatments - External Wall Insulation (Boarder/Finisher) (5931-10) (600/7382/2)**

Learners can also undertake the elective Unit 210. The credits from this unit will not contribute to the overall achievement of this qualification pathway.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to General Health, Safety and Welfare in the workplace	2
J/503/1169	201	Conforming to productive working practices in the workplace	3
F/503/1171	202	Moving, handling and storing resources in the workplace	5
H/503/3026	203	Installing external wall insulation in the workplace	19
D/503/3042	209	Applying surface finishes to external wall insulation in the workplace	19
Elective			
D/600/8281	210	Erecting and dismantling access/working platforms in the workplace	8

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 NVQ Certificate in Insulation and Building Treatments – Cavity Wall Insulation (Construction)	94	280
Level 2 NVQ Certificate in Insulation and Building Treatments – Loft Insulation (Construction)	87	260
Level 2 NVQ Certificate in Insulation and Building Treatments – Draught-proofing (Construction)	74	220
Level 2 NVQ Certificate in Insulation and Building Treatments – Internal Insulation (Construction)	97	290
Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Boarder)	97	290
Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Finisher)	97	290
Level 2 NVQ Diploma in Insulation and Building Treatments – External Wall Insulation (Boarder/Finisher)	160	480



2 Centre requirements

Centre approval

If your Centre was approved to offer the Level 2 NVQ Certificate in Insulation and Building Treatments – External Wall Insulation (Construction) 5931-01, you can apply for fast track approval for the 3 new Level 2 NVQ Certificates and Diploma in Insulation and Building Treatments- External Wall Insulation (5931-08 to 10) using the **fast track approval form**, available from the City & Guilds website.

Centres should use the fast track form if

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

If you require approval for 5931-02 to -07 please go through the standard approval process using the Qualification Approval Form (QAP).

Approval for new centres

To offer these qualifications, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Human resource requirements

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should

- be technically competent in the areas for which they are delivering training and/or have experience of providing training; this knowledge must be at least to the same level as the training being delivered
- hold appropriate qualifications as detailed in this handbook.
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staffing

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability.

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Assessors and internal verifiers

Assessors must have sufficient, verifiable, relevant current industry experience, knowledge and understanding of the occupational working area at, or above, the level being assessed.

This must be of sufficient depth to be effective and reliable when judging candidates' competence. Assessors' experience, knowledge and understanding could be verified by a combination of

- curriculum vitae and employer endorsement
- references
- possession of a relevant NVQ/SVQ, or vocationally related qualification
- corporate membership of a relevant professional institution
- interview.

(The verification process must be recorded and available for audit)

Assessors **must** have sufficient occupational expertise so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing. This could be verified by records of continuing professional development achievements. Assessors:

- should only assess in their acknowledged area of occupational competence
- shall be prepared to participate in training activities for their continued professional development

- must have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and the Assessment Strategy
- must hold, or be working towards, a qualification as listed within 'Assessing and Assuring Quality of Assessment', either in the Regulated Qualification Framework (RQF), or the Scottish Credit and Qualifications Framework (SCQF):
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - SVQ (SCQF level) Assessing Competence in the Work Environment
 - SVQ (SCQF level) Assessing Vocational Achievement

or hold one of the following:

- A1 Assess candidates using a range of methods
- D32/33 Assess candidate performance, using differing sources of evidence

Holders of A1 and D32/33 must assess to the reviewed National Occupational Standards (NOS) for Learning and Development.

In Scotland, approval for exemptions must be obtained from the Scottish Qualifications Authority.

Continuing Professional Development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications are approved for 16 – 18, and 19 + learners. There are no age limits however attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualifications, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for these qualifications:

Description	How to access
Candidate logbook	Available to download from the City & Guilds website

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of Recording Forms including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.



4 Assessment

Assessment of the qualification

Candidates must have a completed portfolio of evidence for each unit. Centres are able to download the 5931 logbook from the City & Guilds website.

Aspects to be assessed through performance in the workplace

Direct evidence produced through normal performance in the workplace is the primary source for meeting the requirements. This includes naturally occurring documentary evidence (hard copy and electronic), direct observation of activities and witness testimony as relevant. Individual units will specify any exceptions to this position.

Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence.

A holistic approach towards the collection of evidence should be encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.



5 Units

Availability of units

These units are also on The Register of Regulated Qualifications
<http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds unit number
- title
- Unit Accreditation Number (UAN)
- level
- credit value
- recommended Guided Learning Hours (GLH)
- endorsement by a sector or other appropriate body
- learning outcomes which are comprised of a number of assessment criteria.

Unit 101

Conforming to general health, safety and welfare in the workplace

UAN:	A/503/1170
Level:	Level 1
Credit value:	2
GLH:	7
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Comply with all workplace health, safety and welfare legislation requirements
Assessment criteria
The learner can: 1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area 1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements 1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment 1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none">• collective protective measures• Personal Protective Equipment (PPE)• Respiratory Protective Equipment (RPE)• Local Exhaust Ventilation (LEV) 1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions 1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment 1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area 1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work

Learning outcome

The learner will:

2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures

Assessment criteria

The learner can:

- 2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures
- 2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities
- 2.3 List the current Health and Safety Executive top ten safety risks
- 2.4 List the current Health and Safety Executive top five health risks
- 2.5 State how changing circumstances within the workplace could cause hazards
- 2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace

Learning outcome

The learner will:

3. Comply with organisational policies and procedures to contribute to health, safety and welfare

Assessment criteria

The learner can:

- 3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices
- 3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare
- 3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures
- 3.4 Safely store health and safety control equipment in accordance with given instructions
- 3.5 Dispose of waste and/or consumable items in accordance with legislation
- 3.6 State the organisational policies and procedures for health, safety and welfare, in relation to:
 - dealing with accidents and emergencies associated with the work and environment
 - methods of receiving or sourcing information
 - reporting
 - stopping work
 - evacuation
 - fire risks and safe exit procedures
 - consultation and feedback
- 3.7 State the appropriate types of fire extinguishers relevant to the work
- 3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance

Learning outcome
The learner will: 4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • recognising when to stop work in the face of serious and imminent danger to self and/or others • contributing to discussions and providing feedback • reporting changed circumstances and incidents in the workplace • complying with the environmental requirements of the workplace 4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace

Learning outcome
The learner will: 5. Comply with and support all organisational security arrangements and approved procedures
Assessment criteria
The learner can: 5.1 Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> • during the working day • on completion of the day's work • for unauthorised personnel (other operatives and the general public) • for theft 5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources

Unit 201

Conforming to productive working practices in the workplace

UAN:	J/503/1169
Level:	Level 2
Credit value:	3
GLH:	10
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Communicate with others to establish productive work practices
Assessment criteria
The learner can: 1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively 1.2 Describe the different methods of communicating with line management, colleagues and customers 1.3 Describe how to use different methods of communication to ensure that the work carried out is productive

Learning outcome
The learner will: 2. Follow organisational procedures to plan the sequence of work
Assessment criteria
The learner can: 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: <ul style="list-style-type: none">• using resources for own and other's work requirements• allocating appropriate work to employees• organising the work sequence• reducing carbon emissions 2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment

Learning outcome

The learner will:

3. Maintain relevant records in accordance with the organisational procedures

Assessment criteria

The learner can:

- 3.1 Complete relevant documentation according to the occupation as required by the organisation
- 3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:
 - job cards
 - worksheets
 - material/resource lists
 - time sheets
- 3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales

Learning outcome

The learner will:

4. Maintain good working relationships when conforming to productive working practices

Assessment criteria

The learner can:

- 4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships
- 4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others
- 4.3 Describe how to maintain good working relationships, in relation to:
 - individuals
 - customer and operative
 - operative and line management
 - own and other occupations
- 4.4 Describe why it is important to work effectively with line management, colleagues and customers
- 4.5 Describe how working relationships could have an effect on productive working
- 4.6 Describe how to apply principles of equality and diversity when communicating and working with others

Unit 202

Moving, handling and storing resources in the workplace

UAN:	F/503/1171
Level:	Level 2
Credit value:	5
GLH:	17
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Comply with given information when moving, handling and/or storing resources
Assessment criteria
The learner can: 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

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">• in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and

<p>operative</p> <p>2.3 Explain what the accident reporting procedures are and who is responsible for making the reports</p> <p>2.4 State the appropriate types of fire extinguishers relevant to the work</p> <p>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</p>
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<p>Learning outcome</p> <p>The learner will:</p> <p>3. Maintain safe working practices when moving, handling and/or storing resources</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>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</p> <p>3.2 Use lifting aids safely as appropriate to the work</p> <p>3.3 Protect the environment in accordance with safe working practices as appropriate to the work</p> <p>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:</p> <ul style="list-style-type: none"> • collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) <p>3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions</p> <p>3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards</p>

<p>Learning outcome</p> <p>The learner will:</p> <p>4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work</p> <p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:</p> <ul style="list-style-type: none"> • lifting and handling aids • container(s) • fixing, holding and securing systems <p>4.3 Describe how the resources should be handled and how any</p>

<p>problems associated with the resources are reported</p> <p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>4.5 Describe any potential hazards associated with the resources and methods of work</p>

Learning outcome
<p>The learner will:</p> <p>5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources</p>
Assessment criteria
<p>The learner can:</p> <p>5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures</p> <p>5.2 Dispose of waste and packaging in accordance with legislation</p> <p>5.3 Maintain a clean work space when moving, handling or storing resources</p> <p>5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions</p> <p>5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance</p>

Learning outcome
<p>The learner will:</p> <p>6. Complete the work within the allocated time when moving, handling and/or storing resources</p>
Assessment criteria
<p>The learner can:</p> <p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> • progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
<p>The learner will:</p> <p>7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance</p>
Assessment criteria
<p>The learner can:</p> <p>7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources:</p> <ul style="list-style-type: none"> • moving, positioning, storing, securing and/or using lifting aids

and kinetic lifting techniques

7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:

- sheet material
- loose material
- bagged or wrapped material
- fragile material
- tools and equipment
- components
- liquids

7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources

7.4 Describe the needs of other occupations when moving, handling and/or storing resources

Unit 203

Installing external wall insulation in the workplace

UAN:	H/503/3026
Level:	Level 2
Credit value:	19
GLH:	63
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing external wall insulation
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method statements 1.3 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing external wall insulation
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing external wall insulation

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing external wall insulation
- 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing external wall insulation, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install external wall insulation

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- insulation materials, tracks, adhesives, sealants, mechanical fixing components, pre-formed trims, tracks and shims, beads, joints and cills
 - 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, area and wastage associated with the method/procedure to install external wall insulation

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when installing external wall insulation
Assessment criteria
The learner can: 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 general workplace activities, other occupations and adverse weather conditions 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome
The learner will: 6. Complete the work within the allocated time when installing external wall insulation
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
The learner will: 7. Comply with the given contract information to install external wall insulation to the required specification
Assessment criteria
The learner can: 7.1 Demonstrate the following work skills when installing external wall insulation: <ul style="list-style-type: none"> • measuring, marking out, fitting, filling, finishing, positioning and securing 7.2 Prepare and install external wall insulation to given working instructions, relating to one of the following: <ul style="list-style-type: none"> • pre-finished installation systems/methods • non-finished installation systems/methods 7.3 Safely use materials, hand tools, portable power tools and ancillary equipment

- 7.4 Safely store the materials, tools and equipment used when installing external wall insulation
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- carry out pre-installation checks: level, plumb, structural integrity, dampness, vents, services (gas, electric, water)
 - confirm condition of substrate for installation
 - install pre-finished or non-finished insulation systems/methods
 - minimise the effects of thermal bridging
 - stop work at the point when conjecture begins and report findings
 - make good surface finishes
- 7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- remove defective surface finishes
 - provide temporary protective covers
 - apply treatments to existing walls
 - cut and fix pre-formed trims
 - cut, bore and fix tracks, beads, shims, joints, cills
 - complete post installation checks: compliance with specifications, water penetration, anchorage/fixing, vents, services (gas, electric, water)
 - install vapour control barriers
 - use hand tools, power tools and equipment
 - use access equipment
- 7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing external wall insulation
- 7.8 Describe how to maintain the tools and equipment used when installing external wall insulation

Unit 204

Installing cavity wall insulation in the workplace

UAN:	L/503/3070
Level:	2
Credit value:	18
GLH:	60
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing cavity wall insulation
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturer's 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturer's information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing cavity wall insulation
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome
The learner will: 3. Maintain safe working practices when installing cavity wall insulation
Assessment criteria
The learner can: 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing cavity wall insulation 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing cavity wall insulation, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • Personal Protective Equipment (PPE) • Respiratory Protective Equipment (RPE) • Local Exhaust Ventilation (LEV) 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome
The learner will: 4. Select the required quantity and quality of resources for the methods of work to install cavity wall insulation
Assessment criteria
The learner can: 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> • protective sheeting, warning signs, temporary barriers, airway sleeves, cavity barriers, cement, insulation • hand and/or powered tools and installation 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 quantity, area and wastage associated with the method/procedure to install cavity wall insulation

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when installing cavity wall insulation
Assessment criteria
The learner can: 5.1 Protect the work and its surrounding area from the 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 general workplace activities, other occupations and adverse weather conditions 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturer's information, statutory regulations and official guidance

Learning outcome
The learner will: 6. Complete the work within the allocated time when installing cavity wall insulation
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
The learner will: 7. Comply with the given contract information to install cavity wall insulation to the required specification
Assessment criteria
The learner can: 7.1 Demonstrate the following work skills when installing cavity wall insulation: <ul style="list-style-type: none"> • measuring, marking out, calibrating , fitting, filling, positioning and securing 7.2 Prepare for and install cavity wall insulation to given work instructions 7.3 Complete post installation checks to given working instructions 7.4 Safely use materials, hand tools, portable power tools, installation equipment and ancillary equipment 7.5 Carry out maintenance of the insulation equipment used when installing cavity wall insulation

- 7.6 Safely store the materials, tools and equipment used when installing cavity wall insulation
- 7.7 Describe how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- carry out pre-installation checks
 - stop work at the point when conjecture begins and report findings
 - install cavity wall insulation from inside and outside of a building
 - identify insulation materials and their characteristics
 - ensure pre-installation material checks are within specified parameters
 - assemble, operate, clean and disassemble installation processing equipment
 - measure and calibrate equipment
 - drill holes to patterns
 - fit cavity barriers
 - fill holes with matching and suitable materials
- 7.8 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- complete post installation checks
 - check construction ventilation, flues, chimneys and combustion air ventilators after the installation
 - use hand tools, power tools and installation/ancillary equipment
 - use access equipment
- 7.9 Describe the needs of other occupations and how to effectively communicate within a team when installing cavity wall insulation
- 7.10 Describe how to maintain the tools and equipment used when installing cavity wall insulation

Unit 205

Installing loft insulation in the workplace

UAN:	F/503/3115
Level:	2
Credit value:	16
GLH:	53
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing loft insulation
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information drawings, specifications, schedules, method statements, risk assessments and manufacturer's 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturer's information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing loft insulation
Assessment criteria
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing loft insulation

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing loft insulation
- 3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing loft insulation, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install loft insulation

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- insulation, pipe coverings, tank and/or cylinder jackets, fixings and ancillary items
 - hand tools and insulating process equipment (rigid, quilt, blown)
- 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, area and wastage associated with the method/procedure to install loft insulation

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when installing loft insulation
Assessment criteria
The learner can: 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 general workplace activities, other occupations and adverse weather conditions 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturer's information, statutory regulations and official guidance

Learning outcome
The learner will: 6. Complete the work within the allocated time when installing loft insulation
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
The learner will: 7. Comply with the given contract information to install loft insulation to the required specification
Assessment criteria
The learner can: 7.1 demonstrate the following work skills when installing loft insulation: <ul style="list-style-type: none"> • measuring, marking out, calculating, cutting, fitting, positioning and securing 7.2 Prepare and install the following in compliance with current regulations and to given working instructions: <ul style="list-style-type: none"> • rigid and/or quilt and/or blown loft insulation • pipe coverings • tank and/or cylinder insulation • access hatch insulation 7.3 safely use materials, hand tools and insulating processing equipment (rigid/quilt/blown)

- 7.4 safely store the materials, tools and equipment used when installing loft insulation
- 7.5 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- protect access routes
 - remove obstructions and store
 - remove unwanted insulation from roof area
 - carry out pre-installation checks
 - check adequacy of ventilation
 - stop work at the point conjecture begins and report findings
 - prepare and install rigid, quilt and blown loft insulation
 - identify insulation materials and their characteristics for loft, pipe and storage tanks
 - minimise the effects of thermal bridging
 - insulate up to and under existing walkway boards
 - check serviceability and provision of walkway boards
 - prepare and fix pipe insulation
 - prepare and fix tank and cylinder insulation
- 7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- ensure the installation is contained within the prescribed areas
 - ensure installation will not create future hazards (light fittings and cables)
 - restrict or reduce unwanted ventilation (down lights and other fittings)
 - insulate access hatches
 - check and maintain ventilation
 - provide advice to preserve the integrity of the insulation (insulation data sheet and warning labels)
 - use hand tools and insulating process equipment (rigid, quilt and blown)
 - use access equipment
- 7.7 describe the needs of other occupations and how to effectively communicate with a team when installing loft insulation
- 7.8 describe how to maintain the tools and equipment used when installing loft insulation

Unit 206

Installing draught-proofing to openings in the workplace

UAN:	L/503/3117
Level:	2
Credit value:	12
GLH:	40
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing draught-proofing to openings
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturer's 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturer's information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing draught-proofing to openings
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing draught-proofing to openings

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing draught-proofing to openings
- 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing draught-proofing to openings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 Describe how 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 fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install draught-proofing to openings

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, systems, fixings and tools
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- cleaning agents, draught-proofing, mastic sealants, fixings, fittings as appropriate to the method of draught-proofing
 - hand and/or powered tools
- 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, area and wastage associated with the method/procedure to install draught-proofing to openings

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when installing draught-proofing to openings

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturer's information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when installing draught-proofing to openings

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to install draught-proofing to openings to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when installing draught-proofing to openings:
 - measure, mark out, fit, remove, position and secure
- 7.2 Install draught-proofing to given working instructions to the following openings:
 - external and/or internal doors
 - windows
 - access hatches

- 7.3 Safely use materials, hand tools and portable power tools
- 7.4 Safely store the materials, tools and equipment used when installing draught-proofing to openings
- 7.5 Describe how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- carry out pre-installation checks
 - stop work at the point when conjecture begins and report findings
 - remove existing draught-proofing
 - degrease and clean surfaces
 - install draught-proofing to external and internal doors, windows, access hatches
 - maintain specified ventilation before and after installation
 - apply mastic seals
 - report any repair requirements
 - use hand tools and power tools
 - use access equipment
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing draught-proofing to openings
- 7.7 Describe how to maintain the tools and equipment used when installing draught-proofing to openings

Unit 207

Installing internal insulation to walls, floors or ceilings in the workplace

UAN:	J/503/2886
Level:	2
Credit value:	19
GLH:	63
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing internal insulation to walls, floors and ceilings
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and supplier's 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, supplier's information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing internal insulation to walls, floors or ceilings
Assessment criteria
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/ technician
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing internal insulation to walls, floors or ceilings

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing internal insulation to walls, floors or ceilings
- 3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing internal insulation to walls, floors or ceilings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 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 fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install internal insulation to walls, floors and ceilings

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- insulation systems
 - internal insulation materials
 - 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 internal insulation to walls, floor or ceilings

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when installing internal insulation to walls, floors or ceilings

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturer's information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when installing internal insulation to walls, floors or ceilings

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to install internal insulation to walls, floors or ceilings to the required specification

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing internal insulation to walls, floors or ceilings:
 - measuring, marking out, cutting, fitting, finishing, positioning, sealing and securing
- 7.2 prepare and install insulation to walls, floors or ceilings to given working instructions by one of the following methods:
 - rigid insulation panels

- stud work
- dry lined sections
- insulating coverings
- sprayed insulation
- partitions

7.3 safely use and handle materials

7.4 safely use hand tools, portable power tools and ancillary equipment

7.5 safely store the materials, tools and equipment used when installing internal insulation to walls, floors or ceilings

7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess the condition of walls, floors and ceilings for installing insulation
- prepare walls, floors and ceilings for insulation
- stop work at the point when conjecture begins and report findings
- ensure services (gas, electric, water) are removed and replaced by suitably qualified people
- remove and replace skirting, coving and cornices
- fit and fix rigid insulation panels
- install stud work
- install dry lined sections

7.7 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- fix insulating coverings
- spray insulation
- install partitions
- minimise unwanted ventilation
- ensure the integrity of vapour barriers
- minimise the effects of thermal bridging
- maintain fire resistant barriers
- seal joints
- use hand tools, power tools and equipment
- work at height
- use access equipment

7.8 Describe the needs of other occupations and how to effectively communicate within a team when installing internal insulation to walls, floors or ceilings

7.9 Describe how to maintain the tools and equipment used when installing internal insulation to walls, floors and ceilings

Unit 208

Installing insulation to framed sections of buildings in the workplace

UAN:	T/503/2916
Level:	2
Credit value:	19
GLH:	63
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing insulation to framed sections of buildings
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and supplier's 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 in appropriate 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, supplier's information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing insulation to framed sections of buildings
Assessment criteria
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing insulation to framed sections of buildings

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing insulation to framed sections of buildings
- 3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing insulation to framed sections of buildings, and the types, purpose and limitations of each type, the work, situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install insulation to framed sections of buildings

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- protective sheeting, warning signs, temporary barriers, insulation materials, filling materials
 - installation equipment
 - 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 hazard associated with the resources and method of work
- 4.6 describe how to calculate quantity, area and wastage associated with the method/procedure to install insulation to framed sections of buildings

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when installing insulation to framed sections of buildings
Assessment criteria
The learner can: 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 general workplace activities, other occupations and adverse weather conditions. 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturer's information, statutory regulations and official guidance.

Learning outcome
The learner will: 6. Complete the work within the allocated time when installing insulation to framed sections of buildings
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
The learner will: 7. Comply with the given contract information to install insulation to framed sections of buildings to the required specification
Assessment criteria
The learner can: 7.1 demonstrate the following work skills when installing insulation to framed sections of buildings: <ul style="list-style-type: none"> • measuring, marking out, calibrating, fitting, filling, positioning and securing

- 7.2 prepare for and install insulation to framed sections of roof, floor, wall or ceiling structures, contained frame or open frame, to given working instructions, by one of the following methods:
- blown
 - quilted
 - sprayed
 - rigid.
- 7.3 safely use materials, hand tools, portable tools, installation equipment and ancillary equipment
- 7.4 safely store the materials, tools and equipment used when installing insulation to framed sections of buildings
- 7.5 describe how to apply safe working practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- checked framed structures are suitable for insulation
 - install blown, quilted, sprayed and rigid insulation to framed sections, roof, floor, wall or ceiling structures of contained and open framed components
 - identify insulation materials and their characteristics
 - stop work at the point of conjecture and report findings
- 7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- assemble, operate, clean and disassemble installation processing equipment
 - measure and calibrate equipment
 - carry out pre-installation checks
 - make and drill holes to patterns for injection points
 - fill holes
 - preserve the vapour barrier
 - minimise the effects of thermal bridging
 - use hand tools, power tools and installation/ancillary equipment
 - use access equipment
- 7.7 describe the needs of other occupations and how to effectively communicate within a team when installing insulation to framed sections of buildings
- 7.8 describe how to maintain the tools and equipment used when installing insulation to framed sections of buildings

Unit 209

Applying surface finishes to external wall insulation in the workplace

UAN:	D/503/3042
Level:	Level 2
Credit value:	19
GLH:	63
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when applying surface finishes to external wall insulation
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method statements 1.3 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when applying surface finishes to external wall insulation
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when applying surface finishes to external wall insulation

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when applying surface finishes to external wall insulation
- 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to applying surface finishes to external wall insulation, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to apply surface finishes to external wall insulation

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- mortars, dash finishes, proprietary pre-cast finishes, paints, beads, reinforcement, brick slips, render, sealants, fixings and fittings
 - 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, area and wastage associated with the method/procedure to apply surface finishes to external wall insulation

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when applying surface finishes to external wall insulation

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when applying surface finishes to external wall insulation

Assessment criteria

The learner can:

- 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:
- types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to applying surface finishes to external wall insulation to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when applying surface finishes to external wall insulation:
- measuring, marking out, fitting, applying, positioning and securing

- 7.2 Apply finishes to external wall insulation to given working instructions, relating to dash finishes, synthetic renders and one of the following:
- mortar finishes
 - proprietary pre-cast finishes
 - paint finishes
 - corner and surface beads
 - brick slips
 - brick effect render
 - reinforcing mesh
- 7.3 Safely use materials, hand tools, portable power tools and ancillary equipment
- 7.4 Safely store the materials, tools and equipment used when applying surface finishes to external wall insulation
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water)
 - apply, dash finishes, synthetic renders, mortar, proprietary pre-cast finishes, paint finishes, brick slips and brick effect render to previously installed external wall surface insulation
 - minimise the effects of thermal bridging
 - fix corner and surface beads
 - apply reinforcing mesh
 - complete post installation checks: compliance with specifications, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water)
 - carry out maintenance and repair after installation
 - use hand tools, power tools and equipment
 - use access equipment
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when applying surface finishes to external wall insulation
- 7.7 Describe how to maintain the tools and equipment used when applying surface finishes to external wall insulation

Unit 210

Erecting and dismantling access/working platforms in the workplace

UAN:	D/600/8281
Level:	Level 2
Credit value:	8
GLH:	27
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms
Assessment criteria
The learner can: 1.1 Interpret and extract information from specifications, method statements, risk assessments and 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: <ul style="list-style-type: none">• specifications, current legislation, method statements, risk assessments and manufacturers' information

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">• in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative
- 2.3 State what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

- 3.1 Use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms
- 3.2 Explain why, when and how Personal Protective Equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type
- 3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms

Assessment criteria

The learner can:

- 4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- ladders/crawler boards
 - stepladders/platform steps
 - trestles
 - proprietary staging/podiums
 - proprietary towers
 - mobile scaffold towers
 - protection equipment and notices
 - tools and ancillary equipment
- 4.2 Select resources associated with own work in relation to materials, components, tools and equipment
- 4.3 State how the resources should be used correctly, how problems associated with the resources are reported and 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 of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms
Assessment criteria
The learner can: 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 general workplace activities, other occupations and 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

Learning outcome
The learner will: 6. Complete the work within the allocated time when erecting and dismantling access/working platforms
Assessment criteria
The learner can: 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: <ul style="list-style-type: none"> • organisational procedures for reporting circumstances which will affect the work programme

Learning outcome
The learner will: 7. Comply with the given contract information to erect and dismantle access/ working platforms to the required specification
Assessment criteria
The learner can: 7.1 Demonstrate the following work skills when erecting and dismantling access/working platforms: <ul style="list-style-type: none"> • moving, positioning/erecting, securing, checking, dismantling and removing 7.2 Erect, dismantle and store two of the following access equipment to given access regulations: <ul style="list-style-type: none"> • ladders/crawler boards • stepladders/platform steps • proprietary towers • trestle platforms • mobile scaffold towers • proprietary staging/podiums

7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- provide protection to the work area
- establish a base for equipment
- erect proprietary access equipment to manufacturer's instructions suitable for the work
- erect non-proprietary access equipment suitable for the work
- place protective screens and notices
- check/monitor equipment during the period of use
- dismantle and store access equipment
- use tools and equipment
- work at height

7.4 Safely use and store materials, hand tools and ancillary equipment

7.5 State the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms

7.6 Describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms

Unit 211

Preparing structures for treatment in the workplace

UAN:	L/503/2971
Level:	2
Credit value:	13
GLH:	43
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when preparing structures for treatment
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method 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 the different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when preparing structures for treatment
Assessment criteria
The learner can: 2.1 Describe their responsibility under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome
The learner will: 3. Maintain safe working practices when preparing structures for treatment
Assessment criteria
The learner can: 3.1 Use health and safety control equipment and access equipment/platforms (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when preparing structures for treatment 3.2 Explain why and when health and safety control equipment identified by the principles of protection should be used, relating to preparing structures for treatment, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • Personal Protective Equipment (PPE) • respiratory protective equipment • 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 fires, spillages, injuries and other task-related hazards

Learning outcome
The learner will: 4. Select the required quantity and quality of resources for the methods of work to prepare structures for treatment
Assessment criteria
The learner can: 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> • signs, barriers, props, cleaning agents • hand and/or powered tools and equipment • treatment products 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 area, volume and wastage associated with the method/procedure to prepare structures for treatment

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when preparing structures for treatment

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when preparing structures for treatment

Assessment criteria

The learner can:

- 6.1 Demonstrate completion of the work with the allocated time
- 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to prepare structures for treatment to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when preparing structures for treatment:
 - measuring, marking out, preparing, positioning and securing

- 7.2 Prepare for treatments of wood preservation and/or damp-proofing and/or wall tie replacement, to given working instructions, relating to:
- in-situ treatments
 - use of temporary barriers and signs
 - removal of non-structural and/or structural components for access to treatment
 - storage of items to be reinstated
- 7.3 Safely use and handle materials
- 7.4 Safely use hand tools, portable power tools and ancillary equipment
- 7.5 Safely store the materials, tools and equipment when preparing structures for treatment
- 7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- prepare site and structures for either in-situ wood preservation and/or damp-proofing and/or wall tie replacement remedial treatments above and below ground
 - measure areas for treatment and volumes of treatment products: cleaning fluids, neutralisers, inhibitors, fungicides, insecticides, water repellents and stabilisers
 - erect temporary barriers and signs
- 7.7 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- remove non-structural and structural components for access to treatment areas
 - provide temporary supports to the structure
 - stop work at the point when conjecture begins and report findings
 - store items to be reinstated after treatment
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment
- 7.8 Describe the needs of other occupations and how to effectively communicate within a team when preparing structures for treatment
- 7.9 Describe how to maintain the tools and equipment used when preparing structures for treatment

Unit 212

Reinstating the structure after treatment in the workplace

UAN:	H/503/2992
Level:	2
Credit value:	18
GLH:	60
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when reinstating the structure after treatment
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method statements 1.3 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when reinstating the structure after treatment
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when reinstating the structure after treatment

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when reinstating the structure after treatment
- 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to reinstating the structure after treatment, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to reinstate the structure after treatment

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- removed components, sand, cement, lime, bricks, plasters, Damp-Proof Course (DPC), fixings, fittings
 - 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, area and wastage associated with the method/procedure to reinstate the structure after treatment

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when reinstating the structure after treatment

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when reinstating the structure after treatment

Assessment criteria

The learner can:

- 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:
- types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to reinstate the structure after treatment to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when reinstating the structure after treatment:
- measuring, marking out, fitting, applying, cleaning, positioning and securing

- 7.2 Reinstall the structure after wood preservation and/or damp-proofing treatments and/or wall tie replacement to given working instructions, relating to one of the following:
- air bricks
 - masonry
 - plasterwork
 - structural timbers (wall plates, joists, flooring/decking)
 - wood preservation and/or damp-proofing only
 - non-structural components (doors, windows, skirting, architraves and services that have been temporarily moved for treatment purposes)
 - damp-proof courses
 - insulation
- 7.3 Arrange re-commission of services (electric, gas, water) to given working instructions
- 7.4 Safely use materials, hand tools, portable power tools and ancillary equipment
- 7.5 Safely store the materials, tools and equipment used when reinstating the structure after treatment
- 7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- reinstall structures after treatments above and below ground
 - insert air bricks
 - carry out masonry repair
 - rebuild (sleeper walls, piers, walls)
 - apply plasterwork where removed
 - install structural timbers (wall plates, joists, flooring/decking)
 - replace doors, windows, skirting, architraves
 - replace services that were temporarily removed for treatment purposes
- 7.7 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- arrange the re-commission of services (electric, gas, water)
 - insert damp-proof courses
 - replace installation
 - mix mortar and/or concrete
 - clean cavities
 - stop work at the point when conjecture begins and report findings
 - use hand tools, power tools and equipment
 - use access equipment
- 7.8 Describe the needs of other occupations and how to effectively communicate within a team when reinstating the structure after treatment
- 7.9 Describe how to maintain the tools and equipment used when reinstating the structure after treatment

Unit 213

Applying preservation treatment in the workplace

UAN:	M/503/2977
Level:	2
Credit value:	16
GLH:	53
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when applying preservation treatment
Assessment criteria
The learner can: 1.1 Interpret and extract information from drawings, specifications, schedules method statements, risk assessments and manufactures' 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments and manufactures' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when applying preservation treatment
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when applying preservation treatment

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when applying preservation treatment
- 3.2 Explain why and when health and safety control equipment identified by the principles of protection should be used, relating to applying preservation treatment, and the types, purpose and limitations of each type the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV)
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to apply preservation treatment

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- dry chemicals, liquid chemicals, creams, pastes, gels and water
 - cementitious/liquid and physical membranes
 - hand and/or powered tools and treatment 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, area, volume and wastage associated with the method/procedure to apply preservation treatment

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when applying preservation treatment

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out in accordance with environmental responsibilities, organisational procedures, manufacturers' information statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when applying preservation treatment

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to apply preservation treatment to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when applying preservation treatment:
 - measuring, mixing, brushing, drilling, spraying and injecting
- 7.2 Apply remedial in-situ treatments to given working instructions for either wood preservation and/or damp-proofing
- 7.3 Safely use hand tools, portable power tools, treatment equipment and ancillary equipment

- 7.4 Safely store the materials, tools and equipment used when applying preservation treatments
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- apply wood preservation and/or damp-proofing treatments above and below ground level to structures and components by brush, spray, irrigation, injection and electro-osmosis
 - stop work at the point when conjecture begins and report findings
 - prepare two-part treatment mixes
 - identify and complete drilling patterns
 - measure areas for treatment and volumes of treatment mixes, chemicals and additives
 - apply cementitious/liquid membranes and fix physical membranes
 - use hand tools, power tools and treatment equipment
 - use access equipment
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when applying preservation treatments
- 7.7 Describe how to maintain the tools and equipment used when applying preservation treatment

Unit 214

Installing wall ties in existing structures in the workplace

UAN:	J/503/3004
Level:	2
Credit value:	16
GLH:	53
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for Construction and the Built Environment.

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing wall ties in existing structures
Assessment criteria
The learner can: 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information 1.2 Comply with information and/or instructions derived from risk assessments and method statements 1.3 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: <ul style="list-style-type: none">drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Learning outcome
The learner will: 2. Know how to comply with relevant legislation and official guidance when installing wall ties in existing structures
Assessment criteria
The learner can: 2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. Maintain safe working practices when installing wall ties in existing structures

Assessment criteria

The learner can:

- 3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing wall ties in existing structures
- 3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing wall ties in existing structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
- collective protective measures
 - Personal Protective Equipment (PPE)
 - Respiratory Protective Equipment (RPE)
 - Local Exhaust Ventilation (LEV).
- 3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
- 3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to install wall ties in existing structures

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- ties, fixings, fittings, resins and grouts
 - 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 and wastage associated with the method/procedure to install wall ties in existing structures

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when installing wall ties in existing structures

Assessment criteria

The learner can:

- 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 general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome

The learner will:

6. Complete the work within the allocated time when installing wall ties in existing structures

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme

Learning outcome

The learner will:

7. Comply with the given contract information to install wall ties in existing structures to the required specification

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when installing wall ties in existing structures:
 - measuring, marking out, fitting, finishing, positioning and securing
- 7.2 Install and test new wall ties/fixings into existing structures to given working instructions, relating to one of the following systems:
 - driven
 - grouted
 - resin
 - mechanical

- 7.3 Safely use materials, hand tools, portable power tools and ancillary equipment
- 7.4 Safely store the materials, tools and equipment used when installing wall ties in existing structures
- 7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- install driven, grouted, resin and mechanical wall tie/fixing systems into existing stone, concrete, masonry, timber and manufactured unit structures
 - stop work at the point when conjecture begins and report findings
 - test pull
 - remove existing defective wall ties
 - isolate existing defective wall ties
 - use hand tools, power tools and equipment
 - use access equipment
- 7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing wall ties in existing structures
- 7.7 Describe how to maintain the tools and equipment used when installing wall ties in existing structures



Appendix 1 Relationships to other qualifications

Literacy, language, numeracy and ICT skills development

These qualifications can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events

- **Online assessment:** how to register for e-assessments.

Centre Guide – Delivering International Qualifications contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve ‘approved centre’ status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

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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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

SP-01-5931