

Level 2 NVQ Certificate and Diploma in Plant Operations (Construction) (6561)

June 2015 Version 3.1

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

Mandatory units

Level 2 NVQ Certificate and Diploma in Plant Operations (Construction) (6561)

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Certificate in Plant Operations (Construction) – Cranes and Specialist Lifting	6561-21	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Road/Rail	6561-22	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Attachments	6561-23	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Forklift Trucks	6561-24	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Extracting	6561-25	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Transporting Loads	6561-26	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Work Platforms	6561-27	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Laying and Distributing	6561-28	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Compacting	6561-29	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Processing	6561-30	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Loading and Securing	6561-31	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Excavating	6561-32	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Sweeping, Cleaning, Clearing	6561-33	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Operations Guide	6561-34	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) – Movement Guide	6561-35	601/5841/4
Level 2 NVQ Diploma in Plant Operations (Construction) – Cranes and Specialist Lifting	6561-36	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Extracting	6561-37	601/5842/6

Level 2 NVQ Diploma in Plant Operations (Construction) – Excavating	6561-38	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Constructing and Forming	6561-39	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Transporting Loads	6561-40	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Laying and Distributing	6561-41	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Road/Rail	6561-42	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) – Attachments	6561-43	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) –In Shore Marine	6561-44	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) –Erecting and Dismantling	6561-45	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) –Road Plant or Machinery	6561-46	601/5842/6

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Version and date	Change detail	Section
V2 July 2013	Reference to being observed in the workplace on several occasions has been deleted	Final page of each unit
V3 June 2015	Incremental change to all pathways	About your Candidate Logbook/Work-Based Evidence Record
V3.1 March 2016	Credit value and GLH for Unit 362 updated City & Guilds Group statement updated Phone numbers deleted	Units Useful contacts

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

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

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

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

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

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

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Certificate and Diploma in Plant Operations (Construction) (6561)**. It contains forms you can use to record your evidence of what you have done.

This Logbook contains the **9 mandatory units** only. The optional and elective units can be found in a zip file on the City & Guilds Website. There are 15 pathways within the Certificate and 11 pathways within the Diploma. You should discuss and agree with your assessor/tutor which pathway and which units you are going to work towards.

About City & Guilds

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

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

2 About your approved centre

Types of approved centres

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

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

Centre responsibilities

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

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

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

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

Assessment roles

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

The Assessor

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

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

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

The Internal Quality Assurer (IQA)

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

The Work-Based Recorder/Expert Witness

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

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

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

Learner registration number

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

Moving to a new centre

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

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

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

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

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

Skill scan

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

4.2 The assessment process

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

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

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

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

Assessment requirements

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

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

The assessor/tutor

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

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

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

5 Using your logbook

Recording forms

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

Candidate job profile

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

Skill scan/Initial assessment

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

Overall unit sign-off

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

On-site assessment plan/feedback

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

On-site observation report

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

Professional discussion supplementary evidence sheet

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

Oral questioning supplementary evidence sheet

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

Photographic supplementary evidence

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

Work-based recorder details

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

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

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

Units

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

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

5.1 Candidate job profile



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

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Cranes and Specialist Lifting (6561-21)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards this qualification.

Unit no.	UAN	Unit title	Credits	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
307	Y/506/4600	Preparing and operating compact cranes to lift and transfer loads in the workplace	30	100
308	D/506/4615	Preparing and operating container handlers to lift and transfer loads in the workplace	18	60
315	A/506/4606	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30	100
318	L/506/3928	Preparing and operating hoists to lift and transfer loads in the workplace	12	40
322	R/506/4613	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30	100
326	T/506/4605	Preparing and operating overhead cranes to lift and transfer loads in the workplace	18	60
327	M/506/4604	Preparing and operating pedestrian operated tower cranes to lift and transfer loads in the workplace	30	100
337	H/506/4616	Preparing and operating Self-Propelled Modular Transporters (SPMT) to lift and transfer loads in the workplace	30	100
340	Y/506/4614	Preparing and operating skip handlers to lift and transfer loads in the workplace	18	60
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Road/Rail (6561-22)**, learners must achieve a minimum of **25** credits. A total of **13** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit No.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
332	T/506/4670	Preparing and operating road/rail adapted plant in the workplace	8	27
Optional				
304	R/506/4644	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace	20	67
306	M/506/4649	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace	14	47
315	A/506/4606	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30	100
316	J/506/4642	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
321	Y/506/4628	Preparing and operating loader compressors to extract loose materials in the workplace	16	53
322	R/506/4613	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30	100
323	H/506/4650	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace	12	40
330	L/506/4643	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30	100
333	F/506/4607	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18	60
334	K/506/4648	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12	40
339	F/506/4624	Preparing and operating skid steer loaders to extract loose materials in the workplace	20	67
344	F/506/4610	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25	83
351	M/506/4621	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26	87
Elective				
368	F/503/1171	Moving, handling and storing resources in the workplace	5	33
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Attachments (6561-23)**, learners must achieve a minimum of **24** credits. A total of **12** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
328	A/506/4671	Preparing and operating plant attachments in the workplace	7	23
Optional				
304	R/506/4644	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace	20	67
306	M/506/4649	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace	14	47
315	A/506/4606	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30	100
316	J/506/4642	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
321	Y/506/4628	Preparing and operating loader compressors to extract loose materials in the workplace	16	53
322	R/506/4613	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30	100
323	H/506/4650	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace	12	40
330	L/506/4643	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30	100
333	F/506/4607	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18	60
334	K/506/4648	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12	40
339	F/506/4624	Preparing and operating skid steer loaders to extract loose materials in the workplace	20	67
344	F/506/4610	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25	83
351	M/506/4621	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26	87
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Forklift Trucks (6561-24)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
319	J/506/4608	Preparing and operating industrial counterbalanced forklifts to lift and transfer loads in the workplace	16	53
329	J/506/4611	Preparing and operating reach trucks to lift and transfer loads in the workplace	16	53
333	F/506/4607	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18	60
338	L/506/4609	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace	16	53
344	F/506/4610	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25	83
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Extracting (6561-25)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
321	Y/506/4628	Preparing and operating loader compressors to extract loose materials in the workplace	16	53
339	F/506/4624	Preparing and operating skid steer loaders to extract loose materials in the workplace	20	67
351	M/506/4621	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26	87
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Transporting Loads (6561-26)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
304	R/506/4644	Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace	20	67
316	J/506/4642	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
330	Y/506/4643	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30	100
336	Y/506/4645	Preparing and operating self-propelled bowsers to receive, transport and discharge materials in the workplace	12	40
347	M/506/5087	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace	18	60
355	Y/506/4659	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25	83
356	K/506/4729	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace	25	83
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Accessing (6561-27)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
306	M/506/4649	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	14	47
323	H/506/4650	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	12	40
334	K/506/4648	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12	40
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	30	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Laying and Distributing (6561-28)**, learners must achieve a minimum of **30** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
355	Y/506/4659	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25	83
356	K/506/4729	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace	25	83
357	L/506/4660	Preparing and operating towed scrapers to lay and distribute materials in the workplace	25	83
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Compacting (6561-29)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
320	D/506/4663	Preparing and operating landfill compactors to spread and compact materials in the workplace	25	83
331	R/506/4661	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
341	Y/506/4662	Preparing and operating soil compactors to compact materials in the workplace	16	53
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Processing Plant (6561-30)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
305	T/506/4667	Preparing and operating batching plant to process materials in the workplace	12	40
312	H/506/4664	Preparing and operating crushers to process materials in the workplace	16	53
355	Y/506/4659	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25	83

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Loading and Securing Plant (6561-31)**, learners must achieve a minimum of **28** credits from the mandatory unit. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
352	F/506/4669	Preparing for, and arranging and securing plant for haulage in the workplace	16	53
Optional				
358	A/506/4668	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
362	R/506/3929	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
Elective				
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Excavating (6561-32)** the learner must achieve a total of **25** credits. **5** credits must be achieved from mandatory units
 A minimum of **20** credits must be achieved from optional units
 Additional credits may be achieved from units, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
348	D/506/4632	Preparing and operating trenchers to excavate ground in the workplace	50	167
360	M/506/4828	Preparing and operating skid steer loaders to excavate in the workplace	20	67
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Sweeping, Cleaning, Clearing (6561-33)**, the learner must achieve a total of **18** credits from mandatory units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
361	D/506/4677	Preparing and operating plant or machinery to sweep, clean or clear in the workplace	13	58
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Operations Guide (6561-34)**, the learner must achieve a total of **23** credits from mandatory units. Additional credits may be achieved from unit, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
363	Y/506/4676	Controlling, directing and guiding the operation of plant or machinery in the workplace	18	60
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Movement Guide (6561-35)**, the learner must achieve a total of **17** credits from mandatory units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
358	A/506/4668	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Cranes and Specialist Lifting (6561-36)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
309	D/506/4601	Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace	80	265
311	L/506/4612	Preparing and operating crawler-tractor side booms to lift and transfer loads in the workplace	50	167
324	K/506/4603	Preparing and operating mobile cranes to lift and transfer loads in the workplace	95	317
345	H/506/4602	Preparing and operating tower cranes to lift and transfer loads in the workplace	80	267
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Extracting (6561-37)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
301	T/506/4619	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80	267
303	D/506/4629	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80	267
310	R/506/4630	Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace	80	283
314	M/506/4618	Preparing and operating draglines to extract ground and/or loose materials in the workplace	60	200
325	J/506/4625	Preparing and operating motorised scrapers to extract, transport and distribute materials in the workplace	80	267
346	A/506/4623	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80	267
349	R/506/4627	Preparing and operating trenchers to extract ground and/or loose materials in the workplace	50	167
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Excavating (6561-38)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
301	T/506/4619	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80	267
302	H/506/4728	Preparing and operating 360 degree excavators to excavate ground in the workplace	80	267
310	R/506/4630	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85	283
313	Y/506/4631	Preparing and operating draglines to excavate ground in the workplace	60	200
348	D/506/4632	Preparing and operating trenchers to excavate ground in the workplace	50	167
364	F/506/4638	Preparing and operating tracked loading shovels to excavate ground and loose materials in the workplace	80	267
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Constructing and Forming (6561-39)**, learners must achieve a minimum of **75** credits from the mandatory units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
310	R/506/4630	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85	283
317	A/506/4640	Preparing and operating graders to form and shape ground and/or loose materials in the workplace	70	233
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Transporting Loads (6561-40)**, learners must achieve a minimum of **75 credits** from the mandatory units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
350	F/506/4641	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace	70	233
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Laying and Distributing (6561-41)**, learners must achieve a minimum of **45** credits. A total of **5** credits must come from the mandatory units and a minimum of **40** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
Optional				
310	R/506/4630	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85	283
342	H/600/8055	Preparing and operating soil stabilisers to lay and distribute materials in the workplace	40	133
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Road/Rail (6561-42)**, learners must achieve a minimum of **93** credits. A total of **13** credits must come from the mandatory units and a minimum of **80** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
332	T/506/4670	Preparing and operating road/rail adapted plant in the workplace	8	27
Optional				
301	T/506/4619	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80	267
302	H/506/4728	Preparing and operating 360 degree excavators to excavate ground in the workplace	80	267
303	D/506/4629	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80	267
310	R/506/4630	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85	283
346	A/506/4623	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80	267
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Attachments (6561-43)**, learners must achieve a minimum of **92** credits. A total of **12** credits must come from the mandatory units and a minimum of **80** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
328	L/600/8096	Preparing and operating plant or machinery attachments in the workplace	7	23
Optional				
301	T/506/4619	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80	267
302	H/506/4728	Preparing and operating 360 degree excavators to excavate ground in the workplace	80	267
303	D/506/4629	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80	267
310	R/506/4630	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85	283
346	A/506/4623	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80	267
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) In-shore Marine Extracting (6561-44)**, the learner must achieve a total of **48** credits. **41** credits must be achieved from mandatory units. A minimum of **7** credits must be achieved from optional units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
365	L/506/4674	Preparing and operating plant or machinery from a floating vessel in the workplace	36	120
Optional				
302	H/506/4728	Preparing and operating 360 degree excavators to excavate ground in the workplace	80	267
306	M/506/4649	Preparing and operating boom-type mobile elevating work platforms - MEWP - in the workplace	14	47
307	Y/506/4600	Preparing and operating compact cranes to lift and transfer loads in the workplace	30	100
309	D/506/4601	Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace	80	265
313	Y/506/4631	Preparing and operating draglines to excavate ground materials in the workplace	60	200
315	A/506/4606	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30	100
322	R/506/4613	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace	30	100
324	K/506/4603	Preparing and operating mobile cranes to lift and transfer loads in the workplace	95	317
327	M/506/4604	Preparing and operating pedestrian operated tower cranes to lift and transfer loads in the workplace	30	100
344	F/506/4610	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25	83
347	M/506/5087	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace	18	60
350	F/506/4641	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace	70	233
Elective				

359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Erecting and Dismantling (6561-45)**, the learner must achieve a total of **56** credits from mandatory units. Additional credits may be achieved from unit, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
362	R/506/3929	Slings and hand signalling the movement of suspended loads in the workplace	10	33
367	R/506/4675	Erecting and dismantling plant - cranes and rigs - in the workplace	36	120
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Road Plant or Machinery (6561-46)**, the learner must achieve a total of **54** credits from mandatory units. Additional credits may be achieved, but will not be counted towards the qualification.

Unit no.	UAN	Unit title	Credit value	GLH
Mandatory				
101	A/503/1170	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	Conforming to productive working practices in the workplace	3	10
369	T/506/5088	Preparing, operating and controlling operations of road plant or machinery in the workplace	49	163
Elective				
359	L/505/0175	Operating Plant or Machinery for Non-operational Activities in the Workplace	10	33
368	F/503/1171	Moving, handling and storing resources in the workplace	5	17

5.3 Skill scan/initial assessment – mandatory units



Qualification title: **Level 2 NVQ Certificate and Diploma in Plant Operations (Construction)** Qualification No: **6561**

Candidate name: _____

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

	Maintain relevant records in accordance with the organisational procedures			
	Maintain good working relationships when conforming to productive working practices.			
328	Preparing and operating plant attachments and ancillary equipment in the workplace			
	Interpret the given information relating to the preparation and use of attachments.			
	Organise with others the sequence and operation in attachments use.			
	Know how to comply with relevant legislation and official guidance to prepare and use attachments.			
	Maintain safe working practices when preparing for and using attachments.			
	Request and select the required quantity and quality of resources to prepare for and use attachments.			
	Minimise the risk of damage to the work and surrounding area when using attachments.			
	Complete the work within the allocated time when preparing to and using attachments.			
	Comply with the given contract information prepare for and use attachments to the required specification.			
332	Preparing and operating road/rail adapted plant in the workplace			
	Interpret the given information relating to the preparation and use road/rail plant			

	Organise with others the sequence and operation in which road/rail plant operations are to be carried out			
	Know how to comply with relevant legislation and official guidance when preparing to and operating road/rail plant.			
	Maintain safe working practices when preparing for and carrying out road/rail plant operations.			
	Request and select the required quantity and quality of resources to prepare for and carry out road/rail plant operations.			
	Minimise the risk of damage to the work and surrounding area when preparing to and operating road/rail plant			
	Complete the work within the allocated time when preparing to and operating road/rail plant			
	Comply with the given contract information to prepare for and operate road/rail plant to the required specification			
350	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace			
	Interpret the given information relating to the use of concrete pumps to carry out pumping and discharging operations.			
	Organise with others the sequence and operation in which pumping and discharging operations using concrete pumps are to be carried out.			
	Know how to comply with relevant legislation and official guidance to carry out pumping operations with concrete pumps.			

	Maintain safe working practices when preparing for and carrying out pumping operations using concrete pumps.			
	Request and select the required quantity and quality of resources to prepare for and carry out pumping operations using concrete pumps.			
	Minimise the risk of damage to the work and surrounding area when pumping materials using concrete pumps.			
	Complete the work within the allocated time when preparing to and pumping and discharging materials using concrete pumps.			
	Comply with the given contract information to receive, pump and discharge materials using concrete pumps to the required specification			
352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace			
	Interpret the given information relating to the preparation of, and arranging and securing plant or machinery for transportation			
	Know how to comply with relevant legislation and official guidance when arranging and securing plant or machinery for transportation			
	Maintain safe and healthy working practices when preparing for and arranging and securing plant or machinery for transportation			

	Select the required quantity and quality of resources to prepare for, and arrange and secure plant or machinery for transportation			
	Minimise the risk of damage to the work and surrounding area when preparing for and arranging and securing plant or machinery for transportation			
	Complete the work within the allocated time when preparing to, and arranging and securing plant or machinery for transportation			
	Comply with the given contract information to prepare to, and arrange and secure plant or machinery for transportation to the required specification.			
358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace			
	Interpret the given information relating to preparing to, and directing and guiding the movement of vehicles, plant or machinery			
	Organise with others the sequence and operation in which directing and guiding the movement of vehicles, plant or machinery is to be carried out			
	Know how to comply with relevant legislation and official guidance when directing and guiding the movement of vehicles, plant or machinery			
	Maintain safe and healthy working practices when preparing to, directing and guiding the movement of vehicles, plant or machinery			

	Select the required quantity and quality of resources to prepare to, and direct and guide the movement of vehicles, plant or machinery			
	Minimise the risk of damage to the work and surrounding area when preparing to and directing and guiding the movement of vehicles, plant or machinery			
	Complete the work within the allocated time when preparing to, and directing and guiding the movement of vehicles, plant or machinery			
	Comply with the given contract information to prepare to, and direct and guide the movement of vehicles, plant or machinery to the required specification.			
361	Preparing and operating plant or machinery to sweep, clean or clear in the workplace			
	Interpret the given information relating to the preparation and use of plant or machinery to sweep, clean or clear			
	Organise with others the sequence and operation in which sweeping, cleaning or clearing operations using plant or machinery are to be carried out			
	Know how to comply with relevant legislation and official guidance when carrying out sweeping, cleaning or clearing operations			
	Maintain safe and healthy working practices when preparing for and operating plant or machinery to sweep, clean or clear			

	Request and select the required quantity and quality of resources to prepare for and carry out sweeping, cleaning or clearing operations using plant or machinery			
	Minimise the risk of damage to the work and surrounding area when preparing for and operating plant or machinery to sweep, clean or clear			
	Complete the work within the allocated time when preparing to and operating plant or machinery to sweep, clean or clear			
	Comply with the given contract information to operate plant or machinery to sweep, clean or clear to the required specification.			
362	Slinging and hand signalling the movement of suspended loads in the workplace			
	Interpret the given information relating to the preparation for and the slinging and signalling of loads			
	Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out			
	Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads			
	Maintain safe and healthy working practices when preparing for and slinging and signalling loads			
	Select the required quantity and quality of resources to prepare for and when slinging and signalling loads			
	Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads			

	Complete the work within the allocated time when preparing to and slinging and signalling loads			
	Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.			
363	Controlling, directing and guiding the operation of plant or machinery			
	Interpret the given information relating to controlling, directing and guiding the operation of plant or machinery			
	Organise with others the sequence and operation in which directing and guiding operations are to be carried out			
	Know how to comply with relevant legislation and official guidance when carrying out controlling, directing and guiding operations of plant or machinery			
	Maintain safe and healthy working practices when controlling, directing and guiding the operation of plant and machinery			
	Select the required quantity and quality of resources to direct and guide the operation of plant and machinery			
	Minimise the risk of damage to the work and surrounding area when controlling, directing and guiding the operation of plant and machinery			
	Complete the work within the allocated time when controlling, directing and guiding the operation of plant and machinery			

	Comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification.			
365	Preparing and operating plant or machinery from a floating vessel in the workplace			
	Interpret the given information relating to preparing and operating plant or machinery from a floating vessel			
	Organise with others the sequence and operation in which plant or machinery operations from a floating vessel are to be carried out			
	Know how to comply with relevant legislation and official guidance when carrying out plant or machinery operations from a floating vessel			
	Maintain safe and healthy working practices when preparing for and carrying out plant or machinery operations from a floating vessel			
	Request and select the required quantity and quality of resources to prepare for and carry out plant or machinery operations from a floating vessel			
	Complete the work within the allocated time when preparing to and carrying out work from a floating vessel			
	Comply with the given contract information to carry out plant or machinery operations from a floating vessel to the required specification.			
367	Erecting and dismantling plant - cranes and rigs - in the workplace			

	Interpret the given information relating to erecting and dismantling plant			
	Organise with others the sequence and operation in which erecting and dismantling operations are to be carried out			
	Know how to comply with relevant legislation and official guidance when erecting and dismantling plant			
	Maintain safe and healthy working practices when carrying out erecting and dismantling of plant			
	Request and select the required quantity and quality of resources to carry out erecting and dismantling of plant			
	Minimise the risk of damage to the work and surrounding area when erecting and dismantling plant			
	Complete the work within the allocated time when erecting and dismantling plant			
	Comply with the given contract information to erect and dismantle plant to the required specification.			
368	Moving, Handling and Storing Resources in the workplace			
	Comply with given information when moving, handling and/or storing resources			
	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources			
	Maintain safe working practices when moving, handling and/or storing resources			

	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources			
	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources			
	Complete the work within the allocated time when moving, handling and/or storing resources			
	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.			
369	Preparing, operating and controlling operations of road plant or machinery in the workplace			
	Interpret the given information relating to the work and resources when preparing, operating and controlling road plant or machinery			
	Organise with others the sequence in which the preparing, operating and controlling road plant or machinery are to be carried out			
	Know how to comply with relevant legislation and official guidance when preparing, operating and controlling road plant or machinery			
	Maintain safe and healthy working practices when preparing, operating and controlling road plant or machinery			
	Request and select the required quantity and quality of resources when preparing, operating and controlling road plant or machinery			

Minimise the risk of damage to the work and surrounding area when preparing, operating and controlling road plant or machinery			
Complete the work within the allocated time when preparing, operating and controlling road plant or machinery			
Comply with the given contract information to form and/or maintain roads by preparing, operating and controlling road plant or machinery to the required specification.			

5.4 Tracking Document

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Cranes and Specialist Lifting (6561-21)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards this qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
307	2	Preparing and operating compact cranes to lift and transfer loads in the workplace	30		
308	2	Preparing and operating container handlers to lift and transfer loads in the workplace	18		
315	2	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30		
318	2	Preparing and operating hoists to lift and transfer loads in the workplace	12		
322	2	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30		
326	2	Preparing and operating overhead cranes to lift and transfer loads in the workplace	18		
327	2	Preparing and operating pedestrian operated tower cranes to lift and transfer loads in the workplace	30		
337	2	Preparing and operating Self-Propelled Modular Transporters (SPMT) to lift and transfer loads in the workplace	30		
340	2	Preparing and operating skip handlers to lift and transfer loads in the workplace	18		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) – Road/Rail (6561-22)**, learners must achieve a minimum of **25** credits. A total of **13** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
332	2	Preparing and operating road/rail adapted plant in the workplace	8		
Optional units					
304	2	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace	20		
306	2	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace	14		
315	2	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
321	2	Preparing and operating loader compressors to extract loose materials in the workplace	16		
322	2	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30		
323	2	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace	12		
330	2	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30		
333	2	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18		
334	2	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12		
339	2	Preparing and operating skid steer loaders to extract loose materials in the workplace	20		
344	2	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25		

351	2	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26		
Elective unit					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Attachments (6561-23)**, learners must achieve a minimum of **24** credits. A total of **12** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
328	2	Preparing and operating plant attachments in the workplace	7		
Optional units					
304	2	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace	20		
306	2	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace	14		
315	2	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
321	2	Preparing and operating loader compressors to extract loose materials in the workplace	16		
322	2	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace	30		
323	2	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace	12		
330	2	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30		
333	2	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18		
334	2	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12		
339	2	Preparing and operating skid steer loaders to extract loose materials in the workplace	20		
344	2	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25		

351	2	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Forklift Trucks (6561-24)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
319	2	Preparing and operating industrial counterbalanced forklifts to lift and transfer loads in the workplace	16		
329	2	Preparing and operating reach trucks to lift and transfer loads in the workplace	16		
333	2	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace	18		
338	2	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace	16		
344	2	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Extracting (6561-25)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
321	2	Preparing and operating loader compressors to extract loose materials in the workplace	16		
339	2	Preparing and operating skid steer loaders to extract loose materials in the workplace	20		
351	2	Preparing and operating wheeled loading shovels to extract loose materials in the workplace	26		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Transporting Loads (6561-26)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
304	2	Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace	20		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
330	2	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace	30		
336	2	Preparing and operating self-propelled bowsers to receive, transport and discharge materials in the workplace	12		
347	2	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace	18		
355	2	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25		
356	2	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace	25		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Accessing (6561-27)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
306	2	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	14		
323	2	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	12		
334	2	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace	12		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Laying and Distributing (6561-28)**, learners must achieve a minimum of **30** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
355	2	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25		
356	2	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace	25		
357	2	Preparing and operating towed scrapers to lay and distribute materials in the workplace	25		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Compacting (6561-29)**, learners must achieve a minimum of **21** credits. A total of **5** credits must come from the mandatory units and a minimum of **16** credits from the optional units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
320	2	Preparing and operating landfill compactors to spread and compact materials in the workplace	25		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
341	2	Preparing and operating soil compactors to compact materials in the workplace	16		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Processing Plant (6561-30)**, learners must achieve a minimum of **17** credits. A total of **5** credits must come from the mandatory units and a minimum of **12** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
305	2	Preparing and operating batching plant to process materials in the workplace	12		
312	2	Preparing and operating crushers to process materials in the workplace	16		
355	2	Preparing and operating binder spreaders to lay and distribute materials in the workplace	25		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Loading and Securing Plant (6561-31)**, learners must achieve a minimum of **28** credits from the mandatory unit.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
Optional units					
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
Elective units					
608	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Excavating (6561-32)**, the learner must achieve a total of **25** credits. **5** credits must be achieved from mandatory units
 A minimum of **20** credits must be achieved from optional units
 Additional credits may be achieved from units, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
348	2	Preparing and operating trenchers to excavate ground in the workplace	50		
360	2	Preparing and operating skid steer loaders to excavate in the workplace	20		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Sweeping, Cleaning, Clearing (6561-33)**, the learner must achieve a total of **18** credits from mandatory units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
361	2	Preparing and operating plant or machinery to sweep, clean or clear in the workplace	13		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Operations Guide (6561-34)**, the learner must achieve a total of **23** credits from mandatory units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
363	2	Controlling, directing and guiding the operation of plant or machinery in the workplace	18		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Movement Guide (6561-35)**, the learner must achieve a total of **17** credits from mandatory units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Cranes and Specialist Lifting (6561-36)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
309	2	Preparing and operating crawler cranes above 10 tonnes	80		
311	2	to lift and transfer loads in the workplace	50		
324	2	Preparing and operating crawler-tractor side booms to lift and transfer loads in the workplace	95		
345	2	Preparing and operating mobile cranes to lift and transfer loads in the workplace	80		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Extracting (6561-37)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
301	2	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80		
303	2	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80		
310	2	Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace	80		
314	2	Preparing and operating draglines to extract ground and/or loose materials in the workplace	60		
325	2	Preparing and operating motorised scrapers to extract, transport and distribute materials in the workplace	80		
346	2	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80		
349	2	Preparing and operating trenchers to extract ground and/or loose materials in the workplace	50		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Excavating (6561-38)**, learners must achieve a minimum of **55** credits. A total of **5** credits must come from the mandatory units and a minimum of **50** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
301	2	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80		
302	2	Preparing and operating 360 degree excavators to excavate ground in the workplace	80		
310	2	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85		
313	2	Preparing and operating draglines to excavate ground in the workplace	60		
348	2	Preparing and operating trenchers to excavate ground in the workplace	50		
364	2	Preparing and operating tracked loading shovels to excavate ground and loose materials in the workplace	80		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Constructing and Forming (6561-39)**, learners must achieve a minimum of **75** credits from the mandatory units. Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
310	2	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85		
317	2	Preparing and operating graders to form and shape ground and/or loose materials in the workplace	70		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Transporting Loads (6561-40)**, learners must achieve a minimum of **75 credits** from the mandatory units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
350	2	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace	70		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Laying and Distributing (6561-41)**, learners must achieve a minimum of **45** credits. A total of **5** credits must come from the mandatory units and a minimum of **40** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
Optional units					
310	2	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85		
342	2	Preparing and operating soil stabilisers to lay and distribute materials in the workplace	40		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Road/Rail (6561-42)**, learners must achieve a minimum of **93** credits. A total of **13** credits must come from the mandatory units and a minimum of **80** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
332	2	Preparing and operating road/rail adapted plant in the workplace	8		
Optional units					
301	2	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80		
302	2	Preparing and operating 360 degree excavators to excavate ground in the workplace	80		
303	2	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80		
310	2	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85		
346	2	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Attachments (6561-43)**, learners must achieve a minimum of **92** credits. A total of **12** credits must come from the mandatory units and a minimum of **80** credits from the optional units.

Additional credits may be achieved from the elective units but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
328	2	Preparing and operating plant or machinery attachments in the workplace	7		
Optional units					
301	2	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace	80		
302	2	Preparing and operating 360 degree excavators to excavate ground in the workplace	80		
303	2	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace	80		
310	2	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace	85		
346	2	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace	80		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) In-shore Marine Extracting (6561-44)**, the learner must achieve a total of **48** credits. **41** credits must be achieved from mandatory units. A minimum of **7** credits must be achieved from optional units.

Additional credits may be achieved from unit, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
365	2	Preparing and operating plant or machinery from a floating vessel in the workplace	36		
Optional units					
302	2	Preparing and operating 360 degree excavators to excavate ground in the workplace	80		
306	2	Preparing and operating boom-type mobile elevating work platforms - MEWP - in the workplace	14		
307	2	Preparing and operating compact cranes to lift and transfer loads in the workplace	30		
309	2	Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace	80		
313	2	Preparing and operating draglines to excavate ground materials in the workplace	60		
315	2	Preparing and operating excavator cranes to lift and transfer loads in the workplace	30		
322	2	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace	30		
324	2	Preparing and operating mobile cranes to lift and transfer loads in the workplace	95		
327	2	Preparing and operating pedestrian operated tower cranes to lift and transfer loads in the workplace	30		
344	2	Preparing and operating telescopic handlers to lift and transfer loads in the workplace	25		
347	2	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace	18		

350	2	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace	70		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Erecting and Dismantling (6561-45)**, the learner must achieve a total of **56** credits from mandatory units. Additional credits may be achieved from unit, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
362	2	Slings and hand signalling the movement of suspended loads in the workplace	10		
367	2	Erecting and dismantling plant - cranes and rigs - in the workplace	36		
368	2	Moving, handling and storing resources in the workplace	5		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Road Plant or Machinery (6561-46)**, the learner must achieve a total of **54** credits from mandatory units. Additional credits may be achieved, but will not be counted towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
369	2	Preparing, operating and controlling operations of road plant or machinery in the workplace	49		
Elective units					
359	2	Operating Plant or Machinery for Non-operational Activities in the Workplace	10		
368	2	Moving, handling and storing resources in the workplace	5		

5.5 On site assessment plan/feedback

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

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

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

5.6 On site observation report



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

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

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

5.7 Professional discussion supplementary evidence sheet



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

Completed by: (please tick)

Candidate:

 Work-based Recorder

 Witness

Learning outcome reference

Written evidence:

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

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

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

Assessor question:	Candidate answer:
Assessor feedback:	

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

5.9 Photographic supplementary evidence

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

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

(Attach photo in this box)

Where the photograph was taken:

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

5.10 Work-based recorder/expert witness details



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

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

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

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

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

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

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

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



Portfolio evidence reference:	
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Candidate name:		Date:	
------------------------	--	--------------	--

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

5.12 Signature Sheet

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

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

Unit 101

Conforming to general health, safety and welfare in the workplace

2 credits

Level: 1
UAN: A/503/1170

Unit aim:

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

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

Assessment criteria that are practical activities are highlighted in bold.

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

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

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

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

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

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

Unit 101 Declaration

Conforming to general health, safety and welfare in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218
3 credits

Conforming to productive working practices in the workplace

Level: 2
UAN: J/503/1169

Unit aim:

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

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

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

Assessment criteria that are practical activities are highlighted in bold.

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

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

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

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

Unit 218 Declaration

Conforming to productive working practices in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 322

Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace

30 credits

Level: 2

UAN: R/506/4613

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting and or using materials, components and equipment
- setting up, operating and shutting down plant or machinery for lifting and transferring loads.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation and use of lorry loaders/knuckle booms to lift, transfer and place loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. lift plans							
f. risk assessments							
g. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							

2. Organise with others the sequence and operation in which lifting operations using lorry loaders/knuckle booms are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during lifting operations with lorry loaders/knuckle boom.							

3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using lorry loaders/knuckle booms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
In relation to:							
a. site							
b. workplace							
c. company							
d. operative.							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using lorry loaders/knuckle booms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during lifting operations							
4.2 demonstrate compliance with given information and relevant legislation when carrying out lifting operations using lorry loaders/knuckle booms in relation to two or more of the following:							
a. safe use and storage of plant or machinery							
b. safe use and storage of tools and equipment							
c. safe use and storage of lifting accessories							
d. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to lorry loader/knuckle boom use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities.							

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using lorry loaders/knuckle booms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 request and select resources associated with graders in relation to:							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. consumables, lubricants and fuels							
b. attachments and lifting accessories							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and method of work							
5.6 describe how to identify:							
a. weight							
b. bearing							
c. pressure							
d. quantity							
e. length							
f. area							
associated with the method/procedures to carry out lifting operations with lorry loaders/knuckle booms.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures													
6.2	prevent damage and maintain a clean work space													
6.3	dispose of waste in accordance with current legislation													
6.4	describe how to protect work from damage and the purpose of protection in relation to:													
	a. general workplace activities													
	b. other occupations													
	c. adverse weather conditions													
6.5	explain why the disposal of waste should be carried out safely in accordance with:													
	a. environmental responsibilities													
	b. organisational procedures													
	c. manufacturers' information													
	d. statutory regulations													
	e. official guidance.													

7. Complete the work within the allocated time when preparing to and lifting and transferring loads.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1	demonstrate completion of the work within the allocated time													
7.2	describe the purpose of the work programme and describe why deadlines should be kept in relation to:													
	a. types of progress charts, timetables and estimated times													
	b. organisational procedures for reporting circumstances which will affect the work programme													

8. Comply with the given contract information to lift, transfer and place loads using lorry loaders/knuckle booms to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using lorry loaders/knuckle booms:							
a. checking,							
b. adjusting							
c. communicating							
d. operating							
e. manoeuvring							
f. positioning							
g. lifting							
h. transferring							
i. setting down							
8.2 use and maintain:							
a. hand tools							
b. ancillary equipment and/or accessories							
8.3 prepare, set up and operate lorry loaders/knuckle booms to lift, transfer and place a variety of loads to given working instructions							
8.4 shut down and secure lorry loaders/knuckle booms							

8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify the characteristics of the lorry loader/knuckle boom for the lifting and transferring operation							
	b. identify valid certification for maintenance, inspection and thorough examination							
	c. lift and transfer people							
	d. carry out function checks for lifting and transferring loads							
	e. prepare, set up and reconfigure for various loads and locations							
	f. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area							
	g. identify characteristics, type, weight and position of loads for lifting and transferring							
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. recognise and determine when specific skills and knowledge are required and report accordingly							
	b. secure and balance loads for lifting							
	c. lift, remove and transfer loads							
	d. position, place and set down loads							
	e. confirm load stability, security and release							
	f. attach and remove guide ropes and aids							
	g. be on the public highway							
	h. shut down and secure the lorry loader/knuckle boom							
	i. use hand tools and ancillary equipment							
	j. use, handle and store lifting accessories							
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads							
8.8	describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.							

Unit 322

Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 328

Preparing and operating or machinery attachments in the workplace

7 credits

Level: 2

UAN: L/600/8096

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- using plant, machinery, materials, components, tools and ancillary equipment
- setting up for the attachment of, operating with, and closing down for the removal of ancillary equipment.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

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

2. Organise with others the sequence and operation in attachments use.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1 organise the work according to given information or instructions														
2.2 describe how to communicate ideas between team members														
2.3 organise and communicate with team members and other associated occupations														
2.4 state how to organise resources prior to and during attachment use.														

3. Know how to comply with relevant legislation and official guidance to prepare and use attachments.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
In relation to:							
a. site							
b. workplace							
c. company							
d. operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe working practices when preparing for and using attachments.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	use personal protective equipment (ppe) to safely carry out the activity in accordance with legislation and organisational requirements when using attachments													
4.2	explain why and when personal protective equipment (ppe) should be used, when using attachments, and the types, purpose and limitations of each type													
4.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:													
4.4	fires													
4.5	spillages													
4.6	injuries													
4.7	other particular task-related hazards.													

5. Request and select the required quantity and quality of resources to prepare for and use attachments.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to:													
	a. consumables, lubricants and fuels													
	b. attachments and accessories													
	c. hand tools, ancillary equipment and/or accessories													
5.2	request and select resources associated with own work in relation to attachments, tools, accessories and/or ancillary equipment													
5.3	state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used													
5.4	outline potential hazards associated with the resources and method of work													

5.5 describe how to calculate:							
a. weight							
b. bearing pressure							
c. length							
d. area							
associated with the method/procedure to carry out the work using relevant attachments.							

6. Minimise the risk of damage to the work and surrounding area when using attachments.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures													
6.2	prevent damage and maintain a clean work space													
6.3	dispose of waste in accordance with current legislation													
6.4	describe how to protect work from damage and the purpose of protection in relation to:													
	a. general workplace activities													
	b. other occupations													
	c. adverse weather conditions													
6.5	explain why the disposal of waste should be carried out safely in relation to the work.													

7. Complete the work within the allocated time when preparing to and using attachments.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time.							
7.2 shut down and secure the host item of plant and attachment.							
7.3 state the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information prepare for and use attachments to the required specification.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing for and using attachments:													
a. prepare													
b. configure													
c. align													
d. fit													
e. connect													
f. fasten													
g. adjust													
h. secure													
i. check													
j. manoeuvre													
k. operate													
l. disconnect													
m. remove													
n. store													

8.2	Prepare and operate plant fitted with attachments in the workplace to given working instructions for one or more of the following tasks:								
	a. lift and transfer								
	b. cut, shear or sever								
	c. bore, drill or drive								
	d. remove								
	e. compact or level								
	f. access								
	g. demolish or process								
8.3	Remove attachments from host plant following operations and leave in a safe situation.								
8.4	describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. identify relevant attachment use and documentation								
	b. configure host plant to accept attachments								
	c. fit attachments								
	d. operate								
	e. maintain								
	f. manoeuvre								
	g. shut down								
	h. secure plant with attachments								
	i. recognise signals to fit and remove attachments								
	j. disconnect and remove attachments								
	k. store attachments								
	l. use hand tool								
	m. ancillary equipment and accessories								

8.5 safely use and store hand tools and ancillary equipment							
8.6 state the needs of other occupations and how to communicate within a team when preparing for and using attachments							
8.7 describe how to maintain the tools and equipment used when preparing and operating plant attachments and ancillary equipment.							

Unit 328 Declaration

Preparing and operating or machinery attachments in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 332

Preparing and operating road/rail adapted plant in the workplace

8 credits

Level: 2

UAN: T/506/4670

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- using plant or machinery, tools and/or ancillary equipment
- setting up, operating and shutting down plant or machinery for work on tracks.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation and use of road/rail plant and the work to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. work package plans							
e. method statements							
f. risk assessments							
g. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. lift plans							
f. work package plans							
g. risk assessments							
h. certification and manufacturers' information for the operation of road/rail plant.							

2. Organise with others the sequence and operation in which road/rail plant operations are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members organise and communicate with team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during road/rail plant operations.							

3. Know how to comply with relevant legislation and official guidance when preparing to and operating road/rail plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							

3.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
In relation to :							
d. site							
e. workplace							
f. company							
g. operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing for and carrying out road/rail plant operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during road/rail plant operations							
4.2 demonstrate compliance with given information and relevant legislation when carrying out road/rail plant operations in relation to two or more of the following:							
a. safe use and storage of plant or machinery							
b. safe use of tools and equipment							
c. specific risks to health							

4.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to road/rail plant operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
4.4	describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.							
4.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities							

5. Request and select the required quantity and quality of resources to prepare for and carry out road/rail plant operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 request and select resources associated with the work in relation to:							
a. consumables							
b. materials							
c. tools							
d. ancillary equipment							
e. attachments and/or accessories							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. consumables, fittings, fuels, oils and lubricants							
b. hand tools, ancillary equipment and accessories							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and methods of work							
5.6 describe how to identify:							
a. weight							
b. quantity							
c. length							
d. area							
associated with the method/procedures to carry out the work.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and operating road/rail plant.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures													
6.2	prevent damage and maintain a clean work space													
6.3	dispose of waste in accordance with current legislation													
6.4	describe how to protect work from damage and the purpose of protection in relation to:													
	a. general workplace activities													
	b. other occupations													
	c. adverse weather conditions													
6.5	explain why the disposal of waste should be carried out safely in accordance with:													
	a. environmental responsibilities													
	b. organisational procedures													
	c. manufacturers' information													
	d. statutory regulations													
	e. official guidance.													

7. Complete the work within the allocated time when preparing to and operating road/rail plant.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time.													
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:													
a. types of progress charts, timetables and estimated times													
b. organisational procedures for reporting circumstances which will affect the work programme.													

8. Comply with the given contract information to prepare for and operate road/rail plant to the required specification.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing to use and operate road/rail plant:													
a. preparing													
b. manoeuvring													
c. configuring													
d. placing													
e. travelling													
f. negotiating													
g. setting													
h. operating													
i. removing													
8.2 use and maintain:													
a. hand tools													
b. ancillary equipment													
c. attachments and/or accessories													

8.3	prepare and operate road/rail adapted plant by placing on and off the rails, travelling to the work area and carrying out operations to given working instructions for one or more of the following:							
	a. lift, carry and/or transfer							
	b. extract							
	c. excavate							
	d. construct and/or form							
	e. receive and/or transport							
	f. access as a work platform							
	g. lay and/or distribute							
	h. compact							
	i. demolish and/or process							
8.4	shut down and secure road/rail plant							
8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify the characteristics of the road/rail plant for rail operations							
	b. prepare, set up and adjust for operational requirements							
	c. operate, maintain, shut down and secure road rail plant and machinery							
	d. identify the documentation and certification requirements for road rail plant, machinery, equipment and attachments							
	e. operate radios							
	f. recognise current signalling systems in use for road/rail plant							
	g. place plant and machine on and off the rails							
	h. identify the criteria for movements within possessions							

8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. avoid damage to infrastructure, including track, line-side and under-track equipment supporting structures, routes of cables and services							
	b. work on cants or gradients							
	c. negotiate points and crossings							
	d. move failed machines							
	e. recognise and determine when specific skills and knowledge are required and report accordingly							
	f. be on the public highway							
	g. shut down and secure road/rail plant							
	h. use hand tools, ancillary equipment and accessories							
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out road/rail plant operations							
8.8	describe how to maintain the hand tools, plant and machinery and ancillary equipment used for road/rail plant operations.							

Unit 332 Declaration

Preparing and operating road/rail adapted plant in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 350

Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace

70 credits

Level: 2
UAN: F/506/4641

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting and or using materials, components and equipment for plant or machinery operations
- setting up, operating and shutting down plant or machinery receive and transport bulk material loads.

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

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation and use of concrete pumps to carry out pumping and discharging operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. risk assessments							
e. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current regulations governing the operation of truck-mounted boom concrete pumps.							

2. Organise with others the sequence and operation in which pumping and discharging operations using concrete pumps are to be carried out.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1 organise the work according to given information or instructions														
2.2 describe how to communicate ideas between team members														
2.3 organise and communicate with team members and other associated occupations														
2.4 describe how to organise resources prior to and during concrete pumping operations.														

3. Know how to comply with relevant legislation and official guidance when carrying out pumping and discharging operations using concrete pumps.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:														
a. in the workplace														
b. below ground level														
c. in confined spaces														
d. at height														
e. with tools and equipment														
f. with materials and substances														
g. with movement/storage of materials														
h. by manual handling and mechanical lifting														

3.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
In relation to:							
d. site							
e. workplace							
f. company							
g. operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing for and carrying out pumping operations using concrete pumps.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during concrete pumping operations							
4.2 demonstrate compliance with given information and relevant legislation when carrying out pumping operations using truck-mounted boom concrete pumps in relation to two or more of the following:							
a. safe use and storage of plant or machinery							
b. safe use and storage of tools and equipment							
c. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to concrete pump use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							

4.4	describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

5. Request and select the required quantity and quality of resources to prepare for and carry out pumping operations using concrete pumps.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	request and select resources associated with concrete pumps in relation to:							
	a. consumables							
	b. materials							
	c. tools							
	d. ancillary equipment and/or accessories							
5.2	describe the characteristics, quality, uses, sustainability, limitations, defects associated with the resources, and how they should be used correctly, relating to:							
	a. consumables, lubricants and fuels							
	b. attachments and load coverings							
	c. hand tools, ancillary equipment and/or accessories							
5.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5	describe any potential hazards associated with the resources and method of work							

5.6 describe how to identify:							
a. weight							
b. quantity							
c. pressure							
d. length							
e. area							
associated with the method/procedures to carry out concrete pumping operations.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and pumping materials using concrete pumps.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

7. Complete the work within the allocated time when preparing to and pumping and discharging materials using concrete pumps.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to receive, pump and discharge materials using concrete pumps to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing for and pumping and discharging materials using concrete pumps:							
a. checking							
b. adjusting							
c. communicating							
d. manoeuvring							
e. positioning							
f. receiving							
g. depositing							
h. pumping							
i. discharging							
j. cleaning							

8.2	use and maintain:								
	a. hand tools								
	b. ancillary equipment								
	c. attachments and/or accessories								
8.3	prepare to position, set up and operate truck-mounted boom concrete pumps to receive, pump and discharge materials, at various locations, to given working instructions								
8.4	shut down and secure concrete pumps								
8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. identify the characteristics of the concrete pump used for pumping and discharging work								
	b. carry out function checks to receive, pump and discharge materials								
	c. identify characteristics, type and volume of loads to receive, pump and discharge								
	d. prepare, set up and adjust for operational requirements								
	e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area								
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. recognise and determine when specific skills and knowledge are required and report accordingly								
	b. identify the area for pumping								
	c. check to avoid damage to structures and utilities service apparatus								
	d. receive, and pump and discharge materials safely and securely								
	e. be on the public highway								
	f. shut down and secure the concrete pump								
	g. use hand tools, ancillary equipment and accessories								
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out pumping and discharging operations								

8.8 describe how to maintain the:							
a. plant							
b. tools							
c. equipment							
used to pump materials.							

Unit 350

Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 352

Preparing for, and arranging and securing plant or machinery for transportation in the workplace

16 credits

Level: 2

UAN: F/506/4669

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting materials and equipment
- preparing materials
- applying render to external backgrounds.

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

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation of, and arranging and securing plant or machinery for transportation.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. manufacturers' information							
f. method statements							
g. current regulations governing the arrangement and security of plant or machinery for transportation.							

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

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

4. Select the required quantity and quality of resources to prepare for, and arrange and secure plant or machinery for transportation.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with the work in relation to:													
a. materials													
b. components													
c. fixings													
d. tools and equipment													
e. lifting accessories													
f. load restraint equipment													
4.2 describe the:													
a. characteristics													
b. quality													
c. uses													
d. sustainability													
e. limitations													
f. defects													
associated with the resources, and how they should be used correctly, relating to:													
g. lifting accessories and load restraint equipment, steel wire rope, chain, fabric, web hooks, shackles, clamps, netting and sheeting													
h. hand tools and ancillary 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 identify:							
a. weight							
b. bearing pressure							
c. quantity							
d. length							
e. area							
associated with the method/procedure to carry out the work.							

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

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

7. Comply with the given contract information to prepare to, and arrange and secure plant or machinery for transportation to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when preparing to, and arranging and securing plant or machinery for transportation:							
a. measuring							
b. gauging							
c. calculating							
d. selecting							
e. fitting							
f. configuring							
g. testing							
h. balancing							
i. adjusting							
j. securing							
k. positioning							
l. removing							

7.2	use and maintain						
	a. hand tools						
	b. ancillary equipment						
	c. lifting accessories						
	d. load restraint equipment						
7.3	prepare for, and arrange plant, machinery or associated equipment for transportation to given working instructions by at least two of the following methods:						
	a. driving and operating the following types of plant:						
	i. wheeled machinery						
	ii. tracked machinery						
	iii. rolling machinery						
	onto the transport (non-operational activities)						
	b. suspended loads by slinging and signalling at least three of the following:						
	iv. balanced						
	v. unbalanced						
	vi. loose						
	vii. bundled						
	viii. containers						
	ix. drums (slinging and signaling)						
	c. by directing and guiding the operations of lifting plant (not craneage), eg lift truck, excavator						
	d. directing and guiding machine operators (movement)						
	e. driving transport into plant or machinery on hydraulic jack legs or suspended from a gantry (raised loads)						
7.4	secure plant, machinery or associated equipment for safe movement						

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. determine vehicle capacity								
	b. determine weights and sizes (height, length, width) of plant and machinery to be loaded								
	c. check loading and unloading areas								
	d. recognise the requirements to drive and operate plant and machinery for loading and unloading under no load conditions								
	e. recognise the requirements to sling and signal loads for transportation								
	f. recognise the requirements to direct and guide the operations of plant or machinery for loading and unloading								
	g. recognise the requirements to direct and guide the movement of vehicles, plant and machinery for loading and unloading								
	h. recognise the requirements to load equipment using hydraulic jacks and supports								
7.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. ensure load is prepared for transportation, secured, restrained, immobilised, hydraulic systems locked, articulation and slew systems locked								
	b. differentiate between load restraint equipment and lifting accessories								
	c. recognise proximity hazards								
	d. select and use suitable lifting accessories and load restraint equipment								
	e. arrange and secure loads								
	f. recognise and determine when specific skills and knowledge are required and report accordingly								
	g. confirm balance, stability and correct weight distribution								
	h. check stability and weight distribution of load prior to releasing securing restraints and lifting accessories								
	i. load and unload on a public highway								

7.7	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify and mark overhangs							
	b. remove and store lifting accessories and load restraint equipment on completion of loading and unloading							
	c. use hand tools and ancillary equipment							
	d. use access equipment							
	e. work at height							
7.8	describe the needs of other occupations and how to effectively communicate within a team when preparing to and arranging and securing plant or machinery for transportation							
7.9	describe how to maintain the:							
	a. hand tools							
	b. ancillary equipment							
	c. lifting accessories							
	d. load restraint equipment							
	used to arrange and secure plant or machinery for transportation.							

Unit 352

Preparing for, and arranging and securing plant or machinery for transportation in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 358

Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace

12 credits

Level: 2

UAN: A/506/4668

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting and or using materials, components and equipment for plant or machinery operations

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to preparing to, and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
drawings							
specifications							
schedules							
risk assessments							
plant and vehicle movement plans							
manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. plant and vehicle movement plans							
g. manufacturers' information							
h. Codes of Practice for the direction							
i. guidance of vehicles							
j. plant							
k. machinery.							

2. Organise with others the sequence and operation in which directing and guiding the movement of vehicles, plant or machinery is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during directing and guiding vehicles, plant or machinery.							

3. Know how to comply with relevant legislation and official guidance to carry out forming operations with graders.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing to, directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when directing and guiding vehicles, plant or machinery							
4.2 demonstrate compliance with given information and relevant legislation when directing and guiding the movement of vehicles, plant or machinery in relation to two or more of the following:							
a. safe use and storage of tools							
b. safe use and storage of equipment							
c. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to directing and guiding vehicles, plant or machinery, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities.							

5. Select the required quantity and quality of resources to prepare to, and direct and guide the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 select resources associated with directing and guiding vehicles, plant or machinery in relation to:							
a. hand tools							
b. ancillary equipment							
c. signalling							
d. communication equipment							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. signalling and communication equipment							
b. barriers, cones, signs							
c. lighting equipment							
d. hand tools and ancillary equipment							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and methods of work							
5.6 describe how to identify:							
a. weight/bearing pressures							
b. quantity							
c. length							
d. area							
associated with the method/procedures for directing and guiding the movement of vehicles, plant and machinery.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

7. Complete the work within the allocated time when preparing to, and directing and guiding the movement of vehicles, plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to prepare to, and direct and guide the movement of vehicles, plant or machinery to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing to, and directing and guiding vehicles, plant or machinery:												
a. measuring												
b. gauging												
c. estimating												
d. interpreting												
e. judging												
f. explaining												
g. preparing												
h. commanding												
i. directing												
j. guiding												
k. indicating												
l. informing												
m. instructing												
n. signing												
o. positioning												
p. moving												
q. securing												
r. signalling												
s. relaying												

8.2	use and maintain:							
	a. hand tools							
	b. ancillary equipment							
	c. signaling equipment							
8.3	prepare to, and direct and guide the movement of loaded and unloaded vehicles, including articulated vehicles and plant or machinery (wheeled or tracked) to given working instructions, relating to the following:							
	a. hand signals							
	b. hand signalling equipment							
	c. verbal/electronic communication equipment							
8.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify the differences between directing and guiding movement, directing and guiding operations and slinging and signalling							
	b. interpret a work management plan and vehicle movement plan							
	c. identify the hierarchy of traffic control measures and pedestrian separation							
	d. organise and ensure the maintenance of holding areas, routes, exclusion zones, markers and signs							
	e. assess and determine the movement of vehicles, plant and machinery, to include own position of safety, visibility, ground conditions and features, proximity hazards and weight limits							

8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. recognise and react to changing conditions, ground, environment, weather, light, numbers and types of vehicles, plant and machinery							
	b. liaise with, convey and collect information from and to, drivers and operators							
	c. recognise and utilise movement aids (camera's, mirrors, audio and visual warnings, etc.)							
	d. recognise blind-spots, potential crush zones and other limitations to driver visibility							
	e. recognise the requirements of directing and guiding the movement of vehicles, plant and machinery onto and from public highways							
	f. recognise the requirements of working on public highways							
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. direct and guide different vehicle types and size e.g. height, weight length, width, tracked, wheeled and articulated							
	b. assess and determine the movement of loads, including unloading, discharging and loading requirements							
	c. direct and guide vehicles, plant and machinery across rough or uneven terrain							
	d. check the integrity of load securing equipment and stability of loads, prior to commencement of movements and on arrival, prior to release							
	e. signal and communicate following recognised and agreed operational procedures							
	f. recognise and determine when specific skills and knowledge are required and report accordingly							
	g. use hand tools and ancillary equipment							
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing to and directing and guiding vehicles, plant or machinery							

8.8 describe how to maintain the:							
a. hand tools							
b. ancillary equipment							
c. signalling and communication equipment							
used to direct and guide vehicles, plant or machinery.							

Unit 358

Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 361

Preparing and operating plant or machinery to sweep, clean or clear in the workplace

13 credits

Level: 2

UAN: D/506/4677

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation and use of plant or machinery to sweep, clean or clear.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
drawings							
specifications							
schedules							
method statements							
risk assessments							
manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. work instructions							
g. manufacturers' information							
h. waste carriers register							
i. current regulations governing the operation of plant or machinery.							

2. Organise with others the sequence and operation in which sweeping, cleaning or clearing operations using plant or machinery are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during sweeping, cleaning or clearing operations with plant or machinery.							

3. Know how to comply with relevant legislation and official guidance when carrying out sweeping, cleaning or clearing operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. , in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting.							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing for and operating plant or machinery to sweep, clean or clear.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during sweeping, cleaning or clearing operations							
4.2 demonstrate compliance with given information and relevant legislation when carrying out sweeping, cleaning or clearing operations using plant or machinery in relation to the following:							
a. safe use and storage of plant or machinery							
b. safe use and storage of tools and equipment							
c. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to plant or machinery use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.							

5. Request and select the required quantity and quality of resources to prepare for and carry out sweeping, cleaning or clearing operations using plant or machinery.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
5.1 request and select resources associated with sweeping, cleaning or clearing operations in relation to consumables, materials, tools, ancillary equipment and accessories												
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:												
a. consumables												
b. brushes, hoses and nozzles												
c. hand tools, ancillary equipment and accessories												
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported												
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources												
5.5 describe any potential hazards associated with the resources and methods of work												
5.6 describe how to identify:												
a. weight												
b. bearing												
c. pressure												
d. quantity												
e. length												
f. area												
associated with the method/procedures to operate plant or machinery for sweeping, cleaning or clearing operations.												

6. Minimise the risk of damage to the work and surrounding area when preparing for and operating plant or machinery to sweep, clean or clear.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

7. Complete the work within the allocated time when preparing to and operating plant or machinery to sweep, clean or clear.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to operate plant or machinery to sweep, clean or clear to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing for, and operating plant or machinery to:							
a. sweep							
b. clean or clear							
c. checking							
d. preparing							
e. refilling							
f. replenishing							
g. setting up							
h. aligning							
i. engaging							
j. adjusting							
k. manoeuvring							
l. emptying							
m. washing out							
n. clearing and cleaning.							
8.2 use and maintain:							
a. hand tools							
b. ancillary equipment							

8.3	prepare, set up and operate plant or machinery to carry out three or more of the following operations to given working instructions:							
	a. sweep							
	b. scrub clean							
	c. hose clean							
	d. pressure wash clean							
	e. empty or clear by suction							
	f. blow clear.							
8.4	shut down and secure plant or machinery							
8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify the characteristics of the plant, machinery and equipment used to sweep, clean and clear							
	b. liaise with site representative							
	c. complete pre-use and post stop checks for sweeper, cleaner, clearer and ancillary equipment							
	d. carry out functional checks							
	e. identify the area to be swept, cleaned and cleared							
	f. check to avoid damage to structures, utilities service apparatus, vehicles, people and animals							
	g. prepare, set up and adjust for operational requirements, safety and security							

8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. operate plant, machinery and equipment; gears, clutch, brake, steering, reversing aids, speed and position for sweeping, cleaning and clearing patterns, sequences and operations							
	b. monitor operations making use of audio and visual aids							
	c. identify and deal with waste streams							
	d. empty and discharge hopper and dispose of arisings							
	e. recognise and avoid fly tipping							
	f. form stockpiles							
	g. replenish, refill water from remote hydrants							
	h. monitor brush wear							
8.7	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. recognise and determine when specialist skills and knowledge are required and report accordingly							
	b. be on the public highway							
	c. deal with spills of oil, diesel, petrol and chemicals							
	d. washout hopper							
	e. operate in various conditions, day, night, low light, restricted visibility, changing weather conditions							
	f. shut down and secure plant or machinery							
	g. use hand tools, ancillary equipment and accessories							
8.8	describe the needs of other occupations and how to effectively communicate within a team when preparing for and operating plant or machinery to sweep, clean or clear							

8.9 describe how to maintain the:							
a. plant or machinery							
b. hand tools							
c. ancillary equipment							
d. accessories							
used to sweep, clean or clear.							

Unit 361

Preparing and operating plant or machinery to sweep, clean or clear in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 362

Slinging and hand signalling the movement of suspended loads in the workplace

10 credits

Level: 2

UAN: R/506/3929

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing for and slinging and signalling the movement of loads.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the preparation for and the slinging and signalling of loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. risk assessments							
e. method statements (lift plans)							
f. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. , lift plans							
g. work instructions							
h. manufacturers' information							
i. approved procedures and Codes of Practice.							

2. Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and when slinging and signalling of loads.							

3. Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports							

4. Maintain safe and healthy working practices when preparing for and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads							
4.2 demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following:							
a. safe use and storage of tools and equipment							
b. safe use, storage and handling of lifting accessories							
c. safe use of access equipment							
d. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities.							

5. Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. lifting accessories							
b. signalling and communication equipment							
c. hand tools and ancillary equipment							
5.3 describe how the resources should be used correctly, and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and methods of work							
5.6 describe how to identify:							
a. weight							
b. quantity							
c. length							
d. area							
associated with the method/procedures to carry out slinging/signalling.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

7. Complete the work within the allocated time when preparing to and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing to and slinging and							
a. measuring							
b. gauging							
c. estimating							
d. calculating							
e. fittung							
f. fixing							
g. testing							
h. balancing							
i. interpreting							
j. inspecting							
k. judging							
l. explaining							
m. preparing							
n. indicating							
o. informing							
p. instructing							
q. signing							
r. positioning							
s. adjusting							
t. configuring							

u. moving							
v. securing							
w. signalling							
x. relaying							
8.2 use and maintain:							
a. lifting accessories							
b. lifting aids and equipment							
8.3 prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for							
a. balanced							
b. unbalanced							
c. loose							
d. bundled							
e. container							
f. drum							
g. a load where the machine operator cannot observe its full movement path							

8.4	guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following:							
	a. balanced							
	b. unbalanced							
	c. loose							
	d. bundled							
	e. container							
	f. drum							
	g. a load where the machine operator cannot observe its full movement path							
8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify the differences between:							
	i. slinging and signalling							
	ii. directing and guiding movement of vehicles							
	iii. plant and machinery							
	iv. directing and guiding operations of plant and machinery not being used for lifting operations							
	b. confirm the authority, duties and responsibilities allocated							
	c. identify characteristics of lifting equipment and lifting accessories							
	d. identify and interpret valid certification for maintenance, inspection and thorough examination							

8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. lift and transfer people							
	b. sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator							
	c. communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailers, radios)							
	d. confirm methods of communication							
	e. recognise blind-spots, potential crush zones and other limitations to driver visibility							
	f. consider the load characteristics including centre of gravity and lifting points to determine the method of slinging							
	g. determine and check the route of the load before and during the lift including distances, clearances and landing position							
8.7	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids							
	b. identify rejection criteria for removing lifting accessories from service							
	c. recognise and determine when specific skills and knowledge are required and report accordingly							
	d. attach lifting accessories and sling loads securely							
	e. ensure balance and stability of loads							
	f. attach and use load guidance equipment (tag lines)							
	g. guide and place suspended loads by recognised methods of communication and agreed operational procedures							
	h. land and position loads safely and securely							
	i. remove and store lifting accessories							
	j. use hand tools and ancillary equipment							
8.8	describe the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads							

8.9 describe how to maintain the:							
a. lifting accessories							
b. lifting aids and signalling							
c. communication equipment							
used to sling and signal loads.							

Unit 362 Declaration

Slinging and hand signalling the movement of suspended loads in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 363

Controlling, directing and guiding the operation of plant or machinery in the workplace

18 credits

Level: 2

UAN: Y/506/4676

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to controlling, directing and guiding the operation of plant or machinery.							
You must be able to:							
	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. specifications							
b. schedules							
c. risk assessments							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. work instructions							
g. manufacturers' information and official guidance for controlling							
h. directing and guiding the operations of plant and machinery.							

2. Organise with others the sequence and operation in which directing and guiding operations are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during directing and guiding the operation of plant and machinery.							

3. Know how to comply with relevant legislation and official guidance when carrying out controlling, directing and guiding operations of plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling							
i. mechanical lifting.							

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

4. Maintain safe and healthy working practices when controlling, directing and guiding the operation of plant and machinery.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during controlling, directing and guiding the operation of plant and machinery							
4.2	demonstrate compliance with given information and relevant legislation when controlling, directing and guiding the operation of plant and machinery in relation to two or more of the following:							
	a. safe use and storage of tools							
	b. safe use and storage of equipment							
	c. specific risks to health							
4.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to directing and guiding operations of plant and machinery, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
4.4	describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							

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

5. Select the required quantity and quality of resources to direct and guide the operation of plant and machinery.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	select resources associated with directing and guiding the operation of plant and machinery in relation to hand tools, ancillary equipment, and signalling and communication equipment							
5.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
	a. signalling and communication equipment							
	b. hand tools and ancillary equipment							
	c. electronic guidance equipment, global positioning systems and laser marking devices							
	d. measuring equipment (pegs, tapes, strings, lines and levels)							
5.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5	describe any potential hazards associated with the resources and methods of work							

5.6 describe how to identify:							
a. weight and bearing pressures quantity							
b. length							
c. area							
d. volume							
associated with the method/procedure for controlling, directing and guiding the operation of plant and machinery.							

6. Minimise the risk of damage to the work and surrounding area when controlling, directing and guiding the operation of plant and machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 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.							

7. Complete the work within the allocated time when controlling, directing and guiding the operation of plant and machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when controlling, directing and guiding the operation of plant or machinery:							
a. measuring							
b. gauging							
c. estimating							
d. interpreting							
e. judging							
f. explaining							
g. preparing							
h. commanding							
i. directing							
j. guiding							
k. indicating							
l. informing							
m. instructing							
n. signing							
o. positioning							
p. moving							
q. securing							
r. signalling							
s. relaying							

8.2	use and maintain:								
	a. hand tools								
	b. ancillary equipment								
	c. signaling and communication equipment								
8.3	control, direct and guide the operation of plant or machinery not being used for lifting operations, but including plant or machinery used as work platforms, to given working instructions, relating to the following:								
	a. hand signals								
	b. hand signalling equipment								
	c. verbal and electronic communication equipment								
8.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:								
	a. identify the differences between directing and guiding operations, directing and guiding movement and slinging and signalling								
	b. interpret work plans								
	c. assess and determine the operation of plant and machinery (not being used for lifting operation but including plant or machinery used as work platforms) to include own position, visibility, ground conditions and features, proximity hazards and weight limits								
	d. identify the operational characteristics and limitations of plant and machinery, width, length, height, radius, reach, capacity								
	e. recognise blind-spots, potential crush zones and other limitations to operator visibility								

8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
	a. control, direct and guide the operation of plant and machinery not being used for lifting operations to extract, excavate, construct, form, receive, transport, access, lay, distribute, compact, process, sweep, clean and clear						
	b. assess and determine the movement of extracted and excavated materials or commodities including the formation and removal of stockpiles, unloading, discharging and loading						
	c. control, direct and guide the operation of plant and machinery not being used for lifting operations on rough, uneven terrain and in areas of restricted movement						
	d. ensure the integrity of equipment, structures, materials and components close to operations while directing and guiding						
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
	a. recognise and utilise measurement and operation monitoring aids, pegs, tapes, strings, lines and levels, electronic guidance equipment, global positioning systems and laser marking devices						
	b. check measurements						
	c. signal and communicate following recognised and agreed operational procedures						
	d. recognise requirements for working on public highways						
	e. recognise and determine when specific skills and knowledge are required and report accordingly						
	f. use hand tools, ancillary equipment, and signalling and communication equipment						
8.7	describe the needs of other occupations and how to effectively communicate within a team when controlling, directing and guiding the operation of plant and machinery						
8.8	describe how to maintain hand tools, ancillary equipment, signalling and communication equipment used to control, direct and guide the operation of plant and machinery.						

Unit 363

Controlling, directing and guiding the operation of plant or machinery in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 365

Preparing and operating plant or machinery from a floating vessel in the workplace

36 credits

Level: 2

UAN: L/506/4674

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing for, moving, containing and anchoring the barge vessel for plant operations..

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to preparing and operating plant or machinery from a floating vessel.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract relevant information from:													
	a. drawings													
	b. specifications													
	c. schedules													
	d. method statements													
	e. lift plans													
	f. risk assessments													
	g. manufacturers' information													
1.2	comply with information and/or instructions derived from risk assessments and method statements													
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented													
1.4	describe different types of information, their source and how they are interpreted in relation to:													
	a. drawings													
	b. specifications													
	c. schedules													
	d. method statements													
	e. lift plans													
	f. risk assessments													
	g. manufacturers' information													
	h. current regulations governing operations from, and with, a floating vessel.													

2. Organise with others the sequence and operation in which plant or machinery operations from a floating vessel are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during floating vessel operations.							

3. Know how to comply with relevant legislation and official guidance when carrying out plant or machinery operations from a floating vessel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. manual handling							
h. mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports							
3.4 describe the types of fire extinguishers available when carrying out plant or machinery operations from a floating vessel, and explain how and when they are used.							

4. Maintain safe and healthy working practices when preparing for and carrying out plant or machinery operations from a floating vessel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during floating vessel operations							
4.2 demonstrate compliance with given information and relevant legislation when carrying out plant or machinery operations from a floating vessel in relation to the following:							
a. safe use and storage of plant or machinery on floating vessels							
b. safe use and storage of tools and equipment							
c. specific risks to health							
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to floating vessel operations, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities							
4.6 demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with carrying out plant or machinery operations from a floating vessel as relevant to the operation.							

5. Request and select the required quantity and quality of resources to prepare for and carry out plant or machinery operations from a floating vessel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 request and select resources associated with the work in relation to consumables, materials, plant, machinery, attachments, tools and ancillary equipment							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. floating vessels							
b. consumables, lubricants and fuels							
c. attachments							
d. hand tools, accessories and ancillary equipment							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and methods of work							
5.6 describe how to identify:							
a. weight							
b. ballast							
c. quantity							
d. length							
e. area							
associated with the method/procedure to carry out work from a floating vessel.							

6. Minimise the risk of damage to the work and surrounding area when carrying out plant or machinery operations from a floating vessel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

7. Complete the work within the allocated time when preparing to and carrying out work from a floating vessel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to carry out plant or machinery operations from a floating vessel to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing for and operating plant or machinery from a floating vessel:							
a. checking							
b. setting up							
c. adjusting							
d. communicating							
e. operating							
f. manoeuvring							
g. controlling							
h. positioning							
i. sea fastening							
8.2 use and maintain:							
a. hand tools							
b. ancillary equipment							
c. accessories							
d. lifting accessories							

8.3	prepare to and carry out plant or machinery operations from a floating vessel to given working instructions, protocols and Codes of Practice, relating to the movement and operation for six or more of the following activities:							
	a. lift							
	b. transfer							
	c. extract							
	d. excavate							
	e. construct							
	f. form							
	g. receive							
	h. access							
	i. distribute							
	j. demolish							
	k. process							
8.4	shut down and secure the plant or machinery attached to the floating vessel							

8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. mobilise and demobilise plant for floating vessel operations							
	b. identify the restrictions on plant and machinery when operating on a floating vessel							
	c. counter the effects of floating vessel movement during plant and machinery operations							
	d. carry out function checks for the control of plant and machinery on the floating vessel							
	e. confirm the area of work for the operation							
	f. recognise operational limitations and de-ratings							
	g. confirm safety and security requirements							
	h. recognise and determine when specific skills and knowledge are required and report accordingly							
	i. synchronise movements with other plant and machinery on a floating vessel							
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. prepare, manoeuvre, position, sea fasten and set up plant and machinery for operations							
	b. carry out plant or machinery operations safely and securely							
	c. stop, shut down operations and secure plant and machinery							
	d. use hand tools and equipment							
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out plant or machinery operations from a floating vessel							
8.8	describe how to maintain the:							
	a. hand tools plant							
	b. machinery							
	c. ancillary equipment							
	used to carry out operations from a floating vessel.							

Unit 365 Declaration

Preparing and operating plant or machinery from a floating vessel in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 367
36 credits

Erecting and dismantling plant cranes and rigs in the workplace

Level: 2
UAN: R/506/4675

Unit aim:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components, plant, tools and/or ancillary equipment
- preparing for operator or operator assisted erection and dismantling of mobile cranes and drilling, piling and demolition rigs.

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

Assessment criteria that are practical activities are highlighted in bold.

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

2. Organise with others the sequence and operation in which erecting and dismantling operations are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and during erecting and dismantling operations.							

3. Know how to comply with relevant legislation and official guidance when erecting and dismantling plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when carrying out erecting and dismantling of plant.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during erecting and dismantling operations													
4.2	demonstrate compliance with given information and relevant legislation when carrying out erecting and dismantling of plant in relation to two or more of the following:													
	a. safe use and storage of plant													
	b. safe use and storage of tools and equipment													
	c. safe use of access equipment													
	d. specific risks to health													
4.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting and dismantling plant, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:													
	a. collective protective measures													
	b. Personal Protective Equipment (PPE)													
	c. Respiratory Protective Equipment (RPE)													
	d. Local Exhaust Ventilation (LEV)													
4.4	describe how the relevant health and safety control equipment should be used in accordance with the given working instructions													
4.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:													
	a. fires													
	b. spillages													
	c. injuries													
	d. other task-related activities.													

5. Request and select the required quantity and quality of resources to carry out erecting and dismantling of plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 request and select resources associated with the work in relation to:							
a. consumables							
b. materials							
c. attachments							
d. tools							
e. ancillary equipment							
5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. plant							
b. hand and/or powered tools and equipment							
5.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.5 describe any potential hazards associated with the resources and methods of work							
5.6 describe how to identify:							
a. weight							
b. pressure							
c. quantity							
d. length							
e. area							
associated with the method/procedures to carry out the work.							

6. Minimise the risk of damage to the work and surrounding area when erecting and dismantling plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance							

7. Complete the work within the allocated time when erecting and dismantling plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to erect and dismantle plant to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when erecting and dismantling plant:							
a. unloading							
b. loading							
c. siting							
d. measuring							
e. marking out							
f. laying out							
g. aligning							
h. fitting							
i. positioning							
j. connecting							
k. configuring							
l. dismantling							
m. removing							
n. adjusting							
o. securing							
p. checking							
q. inspecting							

8.2	use and maintain:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
	d. machinery							
8.3	prepare, erect and dismantle plant to given working instructions of one or more of the following:							
	a. mobile crane							
	b. mobile tower crane							
	c. crawler crane							
	d. self-erect equipment							
	e. drilling rig							
	f. piling rig							
	g. demolition rig							
8.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. erect and dismantle one or more of the following: mobile crane, mobile tower crane, crawler crane, self-erect equipment, drilling rig, piling rig and demolition rig							
	b. consider ground conditions and work area							
	c. fit, fasten and secure equipment							
	d. dismantle and remove equipment							
	e. recognise the requirements for controlling, directing and guiding the movement and operations of plant and machinery							

8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
	a. identify valid certification for maintenance, inspection and thorough examination							
	b. recognise and determine when specific skills and knowledge are required and report accordingly							
	c. complete function checks							
	d. use access equipment							
	e. use hand tools, power tools, plant and equipment							
	f. record and report							
8.6	describe the needs of other occupations and how to effectively communicate within a team when preparing for and erecting and dismantling plant							
8.7	describe how to maintain the:							
	a. hand tools							
	b. portable power tools							
	c. plant							
	d. ancillary equipment							
	used to erect and dismantle plant.							

Unit 367 Declaration

Erecting and dismantling plant cranes and rigs in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 368

Moving, Handling and Storing Resources in the Workplace

5 credits

Level: 2

UAN: F/503/1171

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpret information
- adopt safe and healthy working practices
- select aids or equipment to move, handle or store occupational resources
- move, handle and store occupational resources to maintain useful condition.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

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

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

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

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

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 dispose of waste and packaging in accordance with legislation							
5.3 maintain a clean work space when moving, handling or storing resources							
5.4 describe how to protect work from damage and the purpose of protection in relation to 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:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

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

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

Unit 368

Moving, Handling and Storing Resources in the Workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 369

Preparing, operating and controlling operations of road plant or machinery in the workplace

49 credits

Level: 2

UAN: T/506/5088

Unit aim:

- The aim of this unit is to provide the learner with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting and or using materials, components and equipment for plant or machinery operations

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when preparing, operating and controlling road plant or machinery.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract relevant information from:													
	a. drawings													
	b. specifications													
	c. schedules													
	d. risk assessments													
	e. method statements													
	f. manufacturers' information													
1.2	comply with information and/or instructions derived from risk/COSHH assessments and method statements													
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented													
1.4	describe different types of information, their source and how they are interpreted in relation to:													
	a. drawings													
	b. specifications													
	c. schedules													
	d. method statements													
	e. risk assessments													
	f. organisational and manufacturers' information													
	g. current regulations and official guidance governing operations of plant or machinery.													

2. Organise with others the sequence in which the preparing, operating and controlling road plant or machinery are to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 Communicate with team members and other associated occupations about the plant or machinery operations and the work to be carried out							
2.3 describe how to communicate ideas between team members.							

3. Know how to comply with relevant legislation and official guidance when preparing, operating and controlling road plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents health hazards and the environment, whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

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

5. Request and select the required quantity and quality of resources when preparing, operating and controlling road plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, in relation to:							
a. consumables, lubricants, fuels							
b. attachments							
c. paving materials (bituminous; concrete; aggregates, resins, membranes, calcined bauxite, catalyst, doping agents, fibres, pigment, resins, primers)							
d. recycling materials							
e. pavement marking materials							
f. equipment/accessories							
5.2 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.3 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
5.4 describe any potential hazards associated with the resources and methods of work							
5.5 describe how to calculate weight, quantity, length and area associated with the method/procedure to prepare, operate and control road plant or machinery.							

6. Minimise the risk of damage to the work and surrounding area when preparing, operating and controlling road plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 minimise damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							

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

7. Complete the work within the allocated time when preparing, operating and controlling road plant or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 shut down and secure the plant							
7.3 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

8. Comply with the given contract information to form and/or maintain roads by preparing, operating and controlling road plant or machinery to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when preparing, operating and controlling road plant or machinery:												
a. checking												
b. setting up												
c. adjusting												
d. communicating												
e. operating												
f. controlling												
g. securing												
h. laying												
i. stripping												
j. compacting												
k. marking												
l. levelling												
m. finishing												
8.2 prepare, operate, control operations and shut down road plant or machinery to given working instructions relating to one of the following areas:												
a. bituminous paving: for one of the following – screwman (screed operator), paver driver, roller driver, chipping machine driver, loader-compressor driver, sweeper operator, tanker/sprayer operator, geo-synthetic (membrane, mesh) installation, spray injection patching, thermal repair												
b. concrete paving: as operator of one of the following – concrete paver, placer/spreader, slip form paver, texturing/curing machine												
c. slurry/microsurfacing: as operator of one of the following – applicator, tanker, tipper grab, sweeper, roller												

8.3	prepare, operate, control operations and shut down road plant or machinery to given working instructions relating to one of the following areas:							
	a. surface dressing: as operator of one of the following – tanker, chipper, spray bar, tanker and chipper combined, ller, loader, linked tipper, sweeper							
	b. high friction surfacing: as operator of one of the following – tanker, spray bar, chipper, sweeper							
	c. planning operations: as operator of one of the following – up to 500 mm without elevator; 500 mm –1 m with elevator; over 1 m with elevator							
	d. road recycling: as operator							
	e. soil stabilisation: as operator							
8.4	prepare, operate, control operations and shut down road plant or machinery to given working instructions relating to one of the following areas:							
	a. surface retexturing: as operator for one of the following – mechanical retexturing, mechanical repair, flailing, high pressure jetting, grinding, sweeper							
	b. pavement marking: as steersman/operator for white liner vehicle							
	c. highways drainage: as operator for one of the following – gully emptier, sweeper							
8.5	safely use plant or machinery, tools, ancillary equipment and/or accessories							
8.6	safely store the plant or machinery, tools and equipment and/or accessories used when preparing, operating and controlling road plant or machinery							

8.7	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. identify the work requirements and your occupational role							
	b. identify the type of plant or machinery required							
	c. confirm the area and location of work, the operations, safety and security requirements							
	d. prepare, set up and carry out checks for performance of the plant or machinery							
	e. carry out and control operations according to your role and the required performance of plant or machinery							
	f. stop, shut down operations and secure plant or machinery							
	g. use equipment and/or accessories							
8.8	describe the needs of other occupations and how to effectively communicate within a team when preparing, operating and controlling road plant or machinery							
8.9	describe how to maintain the: and							
	a. plant or machinery							
	b. tools and equipment							
	used when preparing, operating and controlling road plant or machinery.							

Unit 369

Preparing, operating and controlling operations of road plant or machinery in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

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

Equal Opportunities

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

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

Access to assessment

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

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

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

Complaints and appeals

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

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

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

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

Useful contacts

UK learners E: learnersupport@cityandguilds.com
General qualification information

International learners E: intcg@cityandguilds.com
General qualification information

Centres E: centresupport@cityandguilds.com
Exam entries, Certificates,
Registrations/enrolment, Invoices,
Missing or late exam materials,
Nominal roll reports, Results

Single subject qualifications E: singlesubjects@cityandguilds.com
Exam entries, Results, Certification,
Missing or late exam materials,
Incorrect exam papers, Forms
request (BB, results entry), Exam
date and time change

International awards E: intops@cityandguilds.com
Results, Entries, Enrolments,
Invoices, Missing or late exam
materials, Nominal roll reports

Walled Garden E: walledgarden@cityandguilds.com
Re-issue of password or username,
Technical problems, Entries,
Results, e-assessment, Navigation,
User/menu option, Problems

Employer E: business@cityandguilds.com
Employer solutions, Mapping,
Accreditation, Development Skills,
Consultancy

Publications
Logbooks, Centre documents,
Forms, Free literature

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City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

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