

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

March 2018 Version 3



Qualification at a glance

Subject area	Plant Operations (Construction)
City & Guilds number	6561
Age group approved	16-18, 19+
Assessment	Portfolio of evidence
Support materials	Centre handbook Candidate logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds number	Accreditation number
Level 2 NVQ Certificate in Plant Operations (Construction) Cranes and Specialist Lifting	84	160	6561-21	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Road/Rail	119	250	6561-22	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Attachments	115	240	6561-23	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Forklift Trucks	100	210	6561-24	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Extracting	100	210	6561-25	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Transporting Loads	87	170	6561-26	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Work Platforms	87	170	6561-27	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Laying and Distributing	135	300	6561-28	601/5841/4

Level 2 NVQ Certificate in Plant Operations (Construction) Compacting	100	210	6561-29	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Processing	87	170	6561-30	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Loading and Securing	143	310	6561-31	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Excavating	119	250	6561-32	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Sweeping, Cleaning, Clearing	105	180	6561-33	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Operations Guide	107	230	6561-34	601/5841/4
Level 2 NVQ Certificate in Plant Operations (Construction) Movement Guide	87	170	6561-35	601/5841/4
Level 2 NVQ Diploma in Plant Operations (Construction) Cranes and Specialist Lifting	224	550	6561-36	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Extracting	224	550	6561-37	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Excavating	239	515	6561-38	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Constructing and Forming	245	570	6561-39	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Transporting Loads	305	750	6561-40	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Laying and Distributing	205	450	6561-41	601/5842/6

Level 2 NVQ Diploma in Plant Operations (Construction) Road/Rail	381	930	6561-42	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Attachments	377	920	6561-43	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) In-shore Marine	205	480	6561-44	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Erecting and Dismantling	247	560	6561-45	601/5842/6
Level 2 NVQ Diploma in Plant Operations (Construction) Road Plant or Machinery	150	450	6561-46	601/5842/6

Version and date	Change detail	Section
2.1 March 2016	Credit value and GLH for Unit 362 updated City & Guilds Group statement updated Phone numbers deleted	Units Useful contacts
2.2	Added GLH and TQT details. Deleted reference to QCF and credits	Qualification at a glance, structure Throughout
3 March 2018	Incremental changes have been applied to the following qualifications have been amended with additional optional units added; 21, 25, 32, 37, 38, 39 The unit 327 have been amended from 'pedestrian operated' to 'remote controlled'. The following units have been added to this document; 371, 372, 373, 375, 376 GLH and TQT figures have been revised to ensure consistency with industry.	Structure Units Qualification at a glance, structure



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1 Introduction

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

Area	Description
Who are the qualifications for?	This qualification is ideal for individuals working on a construction site, in a public place or on the highway operating plant/machinery to transfer loads, excavate, lift and move materials to given specifications. It provides an opportunity for them to demonstrate their competence in this area and gain a Level 2 NVQ Certificate or Diploma in Plant Operations.
What do the qualifications cover?	<p>It allows learners to learn, develop and practise the skills required for employment and/or career progression in a number of specialist areas of plant operations to include:</p> <ul style="list-style-type: none"> • cranes and specialist lifting plant • road/rail plant • attachments • fork-lift trucks • extracting plant • transporting loads plant • accessing plant • laying and distributing plant • compacting plant • processing plant • loading and securing plant. <p>Upon completion, learners show that they have the required skills and knowledge and are competent in the specialist occupational area.</p>
Are the qualifications part of a framework or initiative?	This qualification forms the competence based element of the Intermediate Apprenticeship in Construction Civil Engineering(Level 2), pathway 5: Plant Operations.
What opportunities for progression are there?	It allows learners to progress into employment in a range of different occupations in the construction sector dependant on their chosen specialist route, or onto an Advanced Apprenticeship in Plant Maintenance.

Structure

These structures are consistent with the CITB Plant Operation Structures Certificate V5 2017 and Diploma V6 2017.

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Cranes and Specialist Lifting (6561-21)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
307	Preparing and operating compact cranes to lift and transfer loads in the workplace
308	Preparing and operating container handlers to lift and transfer loads in the workplace
315	Preparing and operating excavator cranes to lift and transfer loads in the workplace
318	Preparing and operating hoists to lift and transfer loads in the workplace
322	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace
326	Preparing and operating overhead cranes to lift and transfer loads in the workplace
327	Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace
337	Preparing and operating Self-Propelled Modular Transporters SPMT to lift and transfer loads in the workplace
340	Preparing and operating skip handlers to lift and transfer loads in the workplace
	Preparing and operating ergonomic manipulating machines to lift and transfer loads in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Road/Rail (6561-22)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
332	Preparing and operating road/rail adapted plant in the workplace
Optional	
304	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace
306	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace
315	Preparing and operating excavator cranes to lift and transfer loads in the workplace
316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace
321	Preparing and operating loader compressors to extract loose materials in the workplace
322	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace
323	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace
330	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace
333	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace
334	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace
339	Preparing and operating skid steer loaders to extract loose materials in the workplace
344	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
351	Preparing and operating wheeled loading shovels to extract loose materials in the workplace
Elective	
359	Operating Plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Attachments (6561-23)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
328	Preparing and operating plant attachments in the workplace
Optional	
304	Preparing and operating agricultural-based tractors for non-agricultural activities in the workplace
306	Preparing and operating boom-type Mobile Elevating Work Platforms (MEWP) in the workplace
315	Preparing and operating excavator cranes to lift and transfer loads in the workplace
316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace
321	Preparing and operating loader compressors to extract loose materials in the workplace
322	Preparing and operating lorry loaders or knuckle boom cranes to lift and transfer loads in the workplace
323	Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace
330	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace
333	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace
334	Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace
339	Preparing and operating skid steer loaders to extract loose materials in the workplace
344	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
351	Preparing and operating wheeled loading shovels to extract loose materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Forklift Trucks (6561-24)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
319	Preparing and operating industrial forklifts to lift and transfer loads in the workplace
329	Preparing and operating reach trucks to lift and transfer loads in the workplace
333	Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace
338	Preparing and operating sideloader forklifts to lift and transfer loads in the workplace
344	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Extracting (6561-25)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
321	Preparing and operating loader compressors to extract loose materials in the workplace
339	Preparing and operating skid steer loaders to extract loose materials in the workplace
351	Preparing and operating wheeled loading shovels to extract loose materials in the workplace
371	Preparing and operating suction and vacuum excavators to extract in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Transporting Loads (6561-26)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
304	Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace
316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace
330	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace
336	Preparing and operating self-propelled bowsers to receive, transport and discharge materials in the workplace
347	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace
355	Preparing and operating binder spreaders to lay and distribute materials in the workplace
354	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Work Platforms (6561-27)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
306	Preparing and operating boom-type mobile elevating work platforms MEWP in the workplace
323	Preparing and operating mast climber-type mobile elevating work platforms MEWP in the workplace
334	Preparing and operating scissor-type Mobile Elevating Work Platforms MEWP in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Laying and Distributing (6561-28)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
355	Preparing and operating binder spreaders to lay and distribute materials in the workplace
356	Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace
357	Preparing and operating towed scrapers to lay and distribute materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Compacting (6561-29)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
320	Preparing and operating landfill compactors to spread and compact materials in the workplace
331	Preparing and operating ride-on rollers to compact materials in the workplace
341	Preparing and operating soil compactors to compact materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Processing (6561-30)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
305	Preparing and operating batching plant to process materials in the workplace
312	Preparing and operating crushers to process materials in the workplace
335	Preparing and operating screeners to process materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Loading and Securing (6561-31)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace
Optional	
358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace
359	Operating plant or machinery for non-operational activities in the workplace
362	Slinging and hand signalling the movement of suspended loads in the workplace
Elective	
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Excavating (6561-32)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
376	Preparing and operating wheeled loading shovels to excavate in the workplace
360	Preparing and operating skid steer loaders to excavate in the workplace
372	Preparing and operating suction and vacuum excavators to excavate in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Sweeping, Cleaning, Clearing (6561-33)**, the learner must achieve three mandatory units.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
361	Preparing and operating plant or machinery to sweep, clean or clear in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Operations Guide (6561-34)**, the learner must achieve three mandatory units.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
363	Controlling, directing and guiding the operation of plant or machinery in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace
370	Setting out secondary dimensional work control in the workplace

To achieve the **Level 2 NVQ Certificate in Plant Operations (Construction) Movement Guide (6561-35)**, the learner must achieve three mandatory units.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Cranes and Specialist Lifting (6561-36)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
309	Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace
311	Preparing and operating crawler-tractor side booms to lift and transfer loads in the workplace
324	Preparing and operating mobile cranes to lift and transfer loads in the workplace
345	Preparing and operating tower cranes to lift and transfer loads in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Extracting (6561-37)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
301	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace
303	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace
310	Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace
314	Preparing and operating draglines to extract ground and/or loose materials in the workplace
325	Preparing and operating motorised scrapers to extract, transport and distribute materials in the workplace
346	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace
349	Preparing and operating trenchers to extract ground and/or loose materials in the workplace
371	Preparing and operating suction and vacuum excavators to extract in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Excavating (6561-38)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
301	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace
302	Preparing and operating 360 degree excavators to excavate ground in the workplace
310	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace
313	Preparing and operating draglines to excavate ground in the workplace
348	Preparing and operating trenchers to excavate ground in the workplace
364	Preparing and operating tracked loading shovels to excavate ground and loose materials in the workplace
372	Preparing and operating suction and vacuum excavators to excavate in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Constructing and Forming (6561-39)**, the learner must achieve two mandatory units and one optional unit. Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
310	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace
317	Preparing and operating graders to form and shape ground and/or loose materials in the workplace
373	Preparing and operating formwork rigs to construct and form in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Transporting Loads (6561-40)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
350	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Laying and Distributing (6561-41)**, the learner must achieve two mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
Optional	
310	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace
342	Preparing and operating soil stabilisers to lay and distribute materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Road/Rail (6561-42)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
332	Preparing and operating road/rail adapted plant in the workplace
Optional	
301	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace
302	Preparing and operating 360 degree excavators to excavate ground in the workplace
303	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace
310	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace
346	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Attachments (6561-43)**, the learner must achieve three mandatory units and one optional unit. Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
328	Preparing and operating plant or machinery attachments in the workplace
Optional	
301	Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace
302	Preparing and operating 360 degree excavators to excavate ground in the workplace
303	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace
310	Preparing and operating crawler/tractor dozers to excavate and/or form ground in the workplace
346	Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) In-shore Marine (6561-44)**, the learner must achieve three mandatory units and one optional unit.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
365	Preparing and operating plant or machinery from a floating vessel in the workplace
Optional	
302	Preparing and operating 360 degree excavators to excavate ground in the workplace
306	Preparing and operating boom-type mobile elevating work platforms - MEWP - in the workplace
307	Preparing and operating compact cranes to lift and transfer loads in the workplace
309	Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace
313	Preparing and operating draglines to excavate ground materials in the workplace
315	Preparing and operating excavator cranes to lift and transfer loads in the workplace
322	Preparing and operating lorry loaders or knuckle booms to lift and transfer loads in the workplace
324	Preparing and operating mobile cranes to lift and transfer loads in the workplace
327	Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace
344	Preparing and operating telescopic handlers to lift and transfer loads in the workplace
347	Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace
350	Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace
368	Moving, handling and storing resources in the workplace

To achieve the **Level 2 NVQ Diploma in Plant Operations (Construction) Erecting and Dismantling (6561-45)**, the learner must achieve five mandatory units.

Additional elective units may be achieved but will not be counted towards this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
362	Slings and hand signalling the movement of suspended loads in the workplace
367	Erecting and dismantling plant - cranes and rigs - in the workplace
368	Moving, handling and storing resources in the workplace
Elective	
359	Operating plant or machinery for non-operational activities in the workplace

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 the elective units, but will not be counted towards the qualification.

Please note this qualification is no longer available for new registrations from 30th April 2018.

Existing learners must be certificated by 30th April 2020.

Level 2 NVQ Diploma in Plant Operations (Construction) Road Plant or Machinery			
Unit accreditation number	City & Guilds unit no.	Unit title	Credit value
Mandatory			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
T/506/5088	369	Preparing, operating and controlling operations of road plant or machinery in the workplace	49
Elective			
L/505/0175	359	Operating plant or machinery for non-operational activities in the workplace	10
F/503/1171	368	Moving, handling and storing resources in the workplace	5



2 Centre requirements

Approval

The approval process for Construction qualifications is available at our website. Please visit www.cityandguilds.com/construction for further information.

Resource requirements

Centre staffing

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

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

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

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

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

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

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

Assessors and internal verifiers

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

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

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

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

Assessors **must** have sufficient occupational expertise so they have up to date experience, knowledge and understanding of the particular aspects

of work they are assessing. This could be verified by records of continuing professional development achievements.

Assessors:

- should only assess in their acknowledged area of occupational competence
- shall be prepared to participate in training activities for their continued professional development
- must have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and the Assessment Strategy
- must hold, or be working towards, a qualification as listed within 'Assessing and Assuring Quality of Assessment', either in the Qualifications and Credit Framework (QCF), or the Scottish Credit and Qualifications Framework (SCQF):
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - SVQ (SCQF level) Assessing Competence in the Work Environment
 - SVQ (SCQF level) Assessing Vocational Achievement

or hold one of the following:

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

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

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

Continuing Professional Development (CPD)

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

Learner entry requirements

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

Age restrictions

These qualifications are approved for 16 18, and 19 + learners. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.



3 Delivering the qualification

Initial assessment and induction

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

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

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

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate logbook	www.cityandguilds.com
Qualification approval form	www.cityandguilds.com/construction

Recording documents

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

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

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

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



4 Assessment

Assessment of the qualification

Candidates must have a completed portfolio of evidence for each unit. Centres are able to download the 6561 logbook from the City & Guilds website.

Aspects to be assessed through performance in the workplace

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

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

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

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



5 Units

Structure of units

These units each have the following:

- City & Guilds reference number
- title
- level
- credit value
- guided learning hours (including assessment hours)
- learning outcomes which are comprised of a number of assessment criteria
- unit aim
- notes for guidance.

Unit 101

Conforming to general health, safety and welfare in the workplace

UAN:	A/503/1170
Level:	1
Credit value:	2
GLH:	7
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.

Learning outcome

The learner will:

1. Comply with all workplace health, safety and welfare legislation requirements.

Assessment criteria

The learner can:

- 1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area
- 1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements
- 1.3 comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment
- 1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:
 - 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 health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment
- 1.7 state why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area
- 1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.

Learning outcome
The learner will: 2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.
Assessment criteria
The learner can: 2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures 2.2 list typical hazards associated with the work environment and occupational area in relation to: 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.

Learning outcome
The learner will: 3. Comply with organisational policies and procedures to contribute to health, safety and welfare.
Assessment criteria
The learner can: 3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices 3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare 3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures 3.4 safely store health and safety control equipment in accordance with given instructions 3.5 dispose of waste and/or consumable items in accordance with legislation 3.6 state the organisational policies and procedures for health, safety and welfare, in relation to: 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.

Learning outcome
The learner will: 4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.
Assessment criteria
The learner can: 4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare 4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: 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.

Learning outcome
The learner will: 5. Comply with and support all organisational security arrangements and approved procedures.
Assessment criteria
The learner can: 5.1 provide appropriate support for security arrangements in accordance with approved procedures: a. during the working day b. on completion of the day's work c. for unauthorised personnel (other operatives and the general public) d. for theft 5.2 state how security arrangements are implemented in relation to: a. the workplace b. the general public c. site personnel d. resources.

Unit 101 Conforming to general health, safety and welfare in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 218

Conforming to productive working practices in the workplace

UAN:	J/503/1169
Level:	2
Credit value:	3
GLH:	10
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• productive communication with line management, colleagues and customers• interpreting information• planning and carrying out productive work practices• working with others or as an individual.

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

Learning outcome
The learner will: 2. Follow organisational procedures to plan the sequence of work.
Assessment criteria
The learner can: 2.1 interpret relevant information from organisational procedures in order to plan the sequence of work 2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively 2.3 describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: 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.

Learning outcome
The learner will: 3. Maintain relevant records in accordance with the organisational procedures.
Assessment criteria
The learner can: 3.1 complete relevant documentation according to the occupation as required by the organisation 3.2 describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: 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.

Learning outcome
The learner will: 4. Maintain good working relationships when conforming to productive working practices.
Assessment criteria
The learner can: 4.1 carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships 4.2 apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others 4.3 describe how to maintain good working relationships, in relation to: 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 line management, colleagues and customers 4.5 describe how working relationships could have an effect on productive working 4.6 describe how to apply principles of equality and diversity when communicating and working with others.

Unit 218 Conforming to productive working practices in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with the:

- Additional Requirements for Qualifications using the title NVQ in QCF
- Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated

Unit 301 Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace

UAN:	T/506/4619
Level:	2
Credit value:	80
GLH:	267
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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 for carrying out extraction work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the preparation and use of 180 degree excavators for extracting and excavating operations.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information g. current regulations governing the operation of 180 degree excavators for extraction and excavation work.

Learning outcome

<p>The learner will:</p> <ol style="list-style-type: none"> 2. Organise with others the sequence and operation in which extracting and excavating operations using 180 degree excavators are to be carried out.
<p>Assessment criteria</p>
<p>The learner can:</p> <ol style="list-style-type: none"> 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 extracting and excavating operations using 180 degree excavators.

<p>Learning outcome</p>
<p>The learner will:</p> <ol style="list-style-type: none"> 3. Know how to comply with relevant legislation and official guidance when carrying out extracting and excavating operations using 180 degree excavators.
<p>Assessment criteria</p>
<p>The learner can:</p> <ol style="list-style-type: none"> 3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ol style="list-style-type: none"> a. site b. workplace c. company d. operative 3.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

4. Maintain safe working practices when preparing for and carrying out extracting and excavating operations using 180 degree excavators.

Assessment criteria

The learner can:

- 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 extracting and excavating operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting and excavating operations using 180 degree excavators 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 180 degree excavator 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out extracting and excavating operations using 180 degree excavators.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with 180 degree excavators in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and extraction/excavation aids
 - 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. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out extracting and excavating operations using 180 degree excavators.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 8. Comply with the given contract information to extract materials using 180 degree excavators to the required specification.
Assessment criteria
The learner can: 8.1 demonstrate the following work skills when preparing for and extracting and excavating loose materials and ground using 180 degree excavators: a. checking b. adjusting c. communicating d. manoeuvring e. positioning f. extracting g. excavating h. forming i. removing j. loading 8.2 use and maintain: a. hand tools b. ancillary equipment and/or accessories 8.3 prepare, position, set up and operate 180 degree excavators to given working instructions a. extract loose materials and/or different types of ground b. load and/or stockpile loose materials and ground c. excavate different types of ground 8.4 shut down and secure 180 degree excavators 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 180 degree excavator used for the extraction and excavation operation b. carry out function checks for the extraction and excavation operation c. prepare, set up and adjust for operational requirements d. identify the area to be extracted/excavated e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area f. identify geological, environmental and material changes and report g. check to avoid damage to structures and utilities service apparatus 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: 8.7 recognise and determine when specific skills and knowledge are required and report accordingly a. extract, excavate, remove and load materials safely and securely b. form stockpiles c. be on the public highway d. shut down and secure 180 degree excavator e. 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 to and carrying out extracting and excavating operations 8.9 describe how to maintain the: a. plant and machinery

- b. hand tools
 - c. ancillary equipment
 - d. accessories
- used to extract and excavate materials.

Unit 301 Preparing and operating 180 degree excavators to extract and excavate ground and loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating 180 degree excavators to extract and excavate materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit can be assessed against one of the following endorsements:

- quarry operations up to 6 tonne
- quarry operations over 6 tonne.

Unit 302

Preparing and operating 360 degree excavators to excavate ground in the workplace

UAN:	H/506/4728
Level:	2
Credit value:	80
GLH:	267
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of 360 degree excavators to carry out excavating operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of 360 degree excavators for excavation work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which excavating operations using 360 degree excavators are to be carried out.
Assessment criteria
The learner can: 2.1 organise the work according to given information or instructions 2.2 describe how to communicate ideas between team members 2.3 describe how to communicate ideas between team members 2.4 organise and communicate with team members and other associated occupations 2.5 describe how to organise resources prior to and during excavating operations using 360 degree excavators.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out excavating operations using 360 degree excavators.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out excavating operations using 360 degree excavators.

Assessment criteria

The learner can:

- 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 excavating operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out excavating operations using 360 degree excavators 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 360 degree excavator 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using 360 degree excavators.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with 360 degree excavators in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and excavation aids
 - 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. quantity
 - b. weight
 - c. length
 - d. areaassociated with the method/procedures to carry out excavating operations using 360 degree excavators.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to excavate materials using 360 degree excavators to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and excavating ground using 360 degree excavators:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate 360 degree excavators to given working instructions to:
 - a. excavate a variety of ground
 - b. load or stockpile excavated loose materials
- 8.4 shut down and secure 360 degree excavators
- 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 360 degree excavator used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
- 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. excavate accurately to line and level
 - c. form stockpiles
 - d. use equipment to gauge and measure
 - e. be on the public highway
 - f. excavate, remove and load materials safely and securely
 - g. shut down and secure the 360 degree excavator
 - 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 for and carrying out excavating operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and accessories

used to excavate materials.

Unit 302 Preparing and operating 360 degree excavators to excavate ground in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating 360 degree excavators to excavate ground to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- 360 degree excavator below 10 tonne tracked
- 360 degree excavator below 10 tonne wheeled
- 360 degree excavator above 10 tonne tracked
- 360 degree excavator above 10 tonne wheeled.

Unit 303

Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace

UAN:	D/506/4629
Level:	2
Credit value:	80
GLH:	267
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of 360 degree excavators for extracting operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of 360 degree excavators for extraction work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which extracting operations using 360 degree excavators are to be carried out.
Assessment criteria
The learner can: 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 extracting operations using 360 degree excavators.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out extracting operations using 360 degree excavators.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out extracting operations using 360 degree excavators.

Assessment criteria

The learner can:

- 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 extracting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using 360 degree excavators 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 360 degree excavators 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using 360 degree excavators.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with 360 degree excavators in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and extraction aids
 - 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. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out extracting operations using 360 degree excavators

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 8. Comply with the given contract information to extract materials using 360 degree excavators to the required specification.
Assessment criteria
The learner can: 8.1 demonstrate the following work skills when preparing for and extracting ground and/or loose materials using 360 degree excavators: a. checking b. adjusting c. communicating d. manoeuvring e. positioning f. extracting g. forming h. removing i. loading 8.2 use and maintain hand tools, ancillary equipment and/or accessories

- 8.3 prepare, position, set up and operate 360 degree excavators to given working instructions:
 - a. extract from a face, loose materials and/or ground
 - b. load and/or stockpile extracted loose materials
- 8.4 shut down and secure 360 degree excavators
- 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 360 degree excavator used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
- 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. extract, remove and load materials and commodities safely and securely
 - c. form stockpiles
 - d. be on the public highway
 - e. shut down and secure the 360 degree excavator
 - f. 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to extract materials.

Unit 303 Preparing and operating 360 degree excavators to extract ground face and/or loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating 360 degree excavators to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- 360 degree excavator below 10 tonne tracked
- 360 degree excavator below 10 tonne wheeled
- 360 degree excavator above 10 tonne tracked
- 360 degree excavator above 10 tonne wheeled
- quarry operations - 360 degree excavator up to 30 tonne standard reach
- quarry operations - 360 degree excavator up to 30 tonne long reach (over 6.1m)
- quarry operations - 360 degree excavator up to 30 tonne face shovel
- quarry operations - 360 degree excavator 31 to 60 tonne standard reach
- quarry operations - 360 degree excavator 31 to 60 tonne long reach (over 6.1m)

- quarry operations - 360 degree excavator 31 to 60 tonne face shovel
- quarry operations - 360 degree excavator 61 to 100 tonne standard reach
- quarry operations - 360 degree excavator 61 to 100 tonne long reach (over 6.1m)
- quarry operations - 360 degree excavator 61 to 100 tonne face shovel
- quarry operations - 360 degree excavator above 100 tonne standard reach
- quarry operations - 360 degree excavator above 100 tonne long reach (over 6.1m)
- quarry operations - 360 degree excavator above 100 tonne face shovel.

Unit 304

Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace

UAN:	R/506/4644
Level:	2
Credit value:	20
GLH:	67
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of tractors with towed equipment to carry out non-agricultural activities.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of tractors with towed equipment.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which non-agricultural activities using tractors with towed equipment are to be carried out.
Assessment criteria
The learner can: 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 non-agricultural activities.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out non-agricultural activities using tractors with towed equipment.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out non-agricultural activities using tractors with towed equipment.

Assessment criteria

The learner can:

- 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 non-agricultural activities
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out non-agricultural activities using tractors with towed equipment 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 tractors with towed equipment 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out non-agricultural activities using tractors with towed equipment.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with tractors with towed equipment in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 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. pressure
 - d. length
 - e. areaassociated with the method/procedures to carry out non-agricultural activities.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and carrying out non-agricultural activities.
Assessment criteria
The learner can: 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 e. official guidance.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and carrying out non-agricultural activities using tractors with towed equipment.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to carry out non-agricultural activities using tractors with towed equipment to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and carrying out non-agricultural activities using tractors with towed equipment:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. receiving
 - g. transporting
 - h. depositing
 - i. cleaning
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate tractors with towed equipment to undertake non-agricultural activities to given working instructions
- 8.4 shut down and secure tractors with towed equipment
- 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 tractors with towed equipment used for non-agricultural work
 - b. carry out function checks to receive and transport loads
 - c. identify characteristics, type and volume of loads
 - 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
 - f. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the area or work
 - b. check to avoid damage to structures and utilities service apparatus
 - c. receive, secure and balance loads for movement safely and securely
 - d. transport and deposit loads
 - e. be on the public highway
 - f. shut down and secure the tractor
 - 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 non-agricultural activities
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused for non-agricultural activities.

Unit 304 Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating agricultural-based tractors for non-agricultural activities to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 305

Preparing and operating batching plant to process materials in the workplace

UAN:	T/506/4667
Level:	2
Credit value:	12
GLH:	40
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of batching plant to process materials.
Assessment criteria
The learner can: 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 batching plant for carrying out processing work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which processing operations using batching plant are to be carried out.
Assessment criteria
The learner can: 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 processing operations using batching plant.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out processing operations using batching plant.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out processing operations using batching plant.

Assessment criteria

The learner can:

- 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 processing operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out processing operations using batching plant 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 batching plant 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out processing operations using batching plant.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with batching plant in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and processing operational aids
 - 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 calculate:
 - a. quantity
 - b. weight
 - c. length
 - d. areaassociated with the method/procedures to carry out processing operations using batching plant.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and processing materials.
Assessment criteria
The learner can: 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 e. official guidance.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and processing materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to process materials using batching plant to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and processing materials using batching plant:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning (where relevant)
 - f. processing
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, set up, position (where relevant) and operate batching plant to process materials to given working instructions
- 8.4 shut down and secure batching 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 batching plant used for processing operations
 - b. carry out function checks for process operations
 - c. identify the area for the processing work
 - 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. carry out the processing work safely and securely
 - c. deal with blockages prior to, during and on completion of operations
 - d. deposit processed materials
 - e. be on the public highway
 - f. shut down and secure batching plant
 - 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 for and carrying out processing operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and accessories used to process materials.

Unit 305 Preparing and operating batching plant to process materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating batching plant to process materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 306

Preparing and operating boom-type Mobile Elevating Work Platforms –MEWP- in the workplace

UAN:	M/506/4649
Level:	2
Credit value:	14
GLH:	47
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for accessing.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the use of boom-type MEWPs to access areas to carry out the work.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. manufacturers' informatione. method statementsf. regulations and guidance applicable to accessing operations.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.

Assessment criteria

The learner can:

- 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 accessing operations.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out accessing operations using boom-type MEWPs.
Assessment criteria
The learner can: 4.1 use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations 4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to accessing operations, 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: a. fires b. spillages c. injuries d. other task-related hazards.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.
Assessment criteria
The learner can: 5.1 describe the: a. characteristics b. quality c. uses d. limitations e. defects associated with the resources, and how they should be used correctly, relating to: a. consumables, lubricants and fuels b. attachments and accessing discharging aids c. hand tools, ancillary equipment and/or accessories 5.2 request and select resources associated with boom-type MEWPs in relation to: a. consumables b. materials c. attachments d. tools e. 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. quantity b. weight c. length d. area

associated with the method/procedures to carry out accessing operations.

Learning outcome

The learner will:

- 6. Minimise the risk of damage to the work and surrounding area when accessing work areas using boom-type MEWPs.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage
- 6.2 minimise damage and maintain a clean work space
- 6.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather condition
- 6.4 dispose of waste in accordance with legislation
- 6.5 state why the disposal of waste should be carried out safely in relation to the work.

Learning outcome

The learner will:

- 7. Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
- 7.2 shut down and secure boom-type MEWPs
- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to accessing areas to carry out work using boom-type MEWPs to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs:
 - a. fitting
 - b. attaching
 - c. setting up
 - d. securing
 - e. adjusting
 - f. checking
 - g. removing
 - h. communicating
 - i. operating
 - j. manoeuvring
 - k. positioning
 - l. accessing
 - m. setting down
- 8.2 prepare, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions
- 8.3 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the characteristics of the boom-type MEWP used for accessing work
 - b. carry out performance checks
 - c. prepare, set up and adjust for operational requirements
 - d. complete functional checks
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify the area for accessing
 - g. check to avoid damage to structures and utilities service apparatus
 - h. access working areas safely and securely
 - i. shut down and secure the boom-type MEWP
 - j. use hand tools, ancillary equipment and accessories
- 8.4 safely use and store hand tools and ancillary equipment
- 8.5 state the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations
- 8.6 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to access working areas.

Unit 306 Preparing and operating boom-type Mobile Elevating Work Platforms –MEWP- in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- mobile elevating work platforms boom self propelled
- mobile elevating work platforms boom vehicle mounted.

Unit 307

Preparing and operating compact cranes to lift and transfer loads in the workplace

UAN: Y/506/4600

Level: 2

Credit value: 30

GLH: 100

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 for lifting and transferring loads.

Learning outcome
The learner will: 1. Interpret the given information relating to the use of compact cranes to lift, transfer and place loads.
Assessment criteria
The learner can: 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' e. information, f. method statements g. regulations h. guidance i. applicable to compact crane operations.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using compact cranes are to be carried out.
Assessment criteria
The learner can: 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 lifting operations with compact cranes.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out lifting operations using compact cranes.
Assessment criteria
The learner can: 4.1 use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations 4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to compact crane use, 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: a. fires b. spillages c. injuries d. other task-related hazards.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using compact cranes.
Assessment criteria
The learner can: 5.1 describe the: a. characteristics b. quality c. uses d. limitations e. defects associated with the resources, and how they should be used correctly, relating to: a. consumables, lubricants and fuels b. attachments and lifting aids c. hand tools d. ancillary equipment and/or accessories 5.2 request and select resources associated with compact cranes in relation to: a. consumables b. materials c. attachments d. tools e. accessories and/or ancillary equipment 5.3 state: a. how the resources should be used correctly b. how problems associated with the resources are reported c. how the organisational procedures are used 5.4 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/procedures to carry out lifting operations with compact cranes.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage
- 6.2 minimise damage and maintain a clean work space
- 6.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
- 6.4 dispose of waste in accordance with legislation
- 6.5 state why the disposal of waste should be carried out safely in relation to the work.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
- 7.2 shut down and secure compact cranes
- 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 lifting operation.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using compact cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using compact cranes:
 - a. fitting
 - b. attaching
 - c. setting up
 - d. securing
 - e. adjusting
 - f. checking
 - g. removing
 - h. communicating
 - i. operating
 - j. manoeuvring
 - k. positioning
 - l. lifting
 - m. transferring
 - n. setting down
- 8.2 prepare, set up and operate compact cranes to lift, transfer and place a variety of loads in the workplace, to given working instructions
- 8.3 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the characteristics of the crane for the lifting operation
 - b. carry out performance checks
 - c. prepare, set up and adjust for operational requirements
 - d. complete functional checks
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. operate and move (where applicable) the crane
 - g. identify characteristics, type, weight and positioning of loads for lifting and transferring
 - h. secure and balance loads for lifting
 - i. lift, remove and transfer loads
 - j. position, place and set down loads
 - k. confirm load stability and security
 - l. shut down the crane
 - m. use hand tools, ancillary equipment and accessories
- 8.4 safely use and store hand tools and ancillary equipment
- 8.5 state the needs of other occupations and how to communicate within a team when preparing for and lifting and transferring loads
- 8.6 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to lift and transfer loads.

Unit 307 Preparing and operating compact cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating compact cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- compact crane static stabiliser
- compact crane mobile industrial
- compact crane luffing static
- compact crane 360 degree pick-and-carry.

Unit 308

Preparing and operating container handlers to lift and transfer loads in the workplace

UAN: D/506/4615

Level: 2

Credit value: 18

GLH: 60

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 for lifting and transferring loads.

Learning outcome

The learner will:

1. Interpret the given information relating to the use of container handlers to lift, transfer and place loads.

Assessment criteria

The learner can:

- 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 container handler operations.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using container handlers are to be carried out.
Assessment criteria
The learner can: 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 lifting operations with container handlers.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe working practices when preparing for and carrying out lifting operations using container handlers.

Assessment criteria

The learner can:

- 4.1 use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during lifting operations
- 4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to container handler use, 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:
 - a. fires
 - b. spillages
 - c. injuries
 - d. other task-related hazards.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using container handlers.

Assessment criteria

The learner can:

- 5.1 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting aids
 - c. hand tools, ancillary equipment and/or accessories
- 5.2 request and select resources associated with container handlers in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. 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. areaassociated with the method/procedures to carry out lifting operations with container handlers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads.
Assessment criteria
The learner can: 6.1 protect the work and its surrounding area from damage 6.2 minimise damage and maintain a clean work space 6.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions 6.4 dispose of waste in accordance with legislation 6.5 state why the disposal of waste should be carried out safely in relation to the work.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 7.1 demonstrate completion of the work within the allocated time 7.2 shut down and secure container handlers 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 lifting operation.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using container handlers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using container handlers:
 - a. fitting
 - b. attaching
 - c. setting up
 - d. securing
 - e. adjusting
 - f. checking
 - g. removing
 - h. communicating
 - i. operating
 - j. manoeuvring
 - k. positioning
 - l. lifting
 - m. transferring
 - n. setting down
- 8.2 prepare, set up and operate container handlers to lift, transfer and place a variety of loads in the workplace, to given working instructions
- 8.3 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the characteristics of the crane for the lifting operation
 - b. carry out performance checks
 - c. prepare, set up and adjust for operational requirements
 - d. complete functional checks
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. operate and move (where applicable) the crane
 - g. identify characteristics, type, weight and positioning of loads for lifting and transferring
 - h. secure and balance loads for lifting
 - i. lift, remove and transfer loads
 - j. position, place and set down loads
 - k. confirm load stability and security
 - l. shut down the crane
 - m. use hand tools, ancillary equipment and accessories
- 8.4 safely use and store hand tools and ancillary equipment
- 8.5 state the needs of other occupations and how to communicate within a team when preparing for and lifting and transferring loads
- 8.6 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to lift and transfer loads.

Unit 308 Preparing and operating container handlers to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating container handlers to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 309

Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace

UAN:	D/506/4601
Level:	2
Credit value:	80
GLH:	265
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for lifting and transferring loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of crawler cranes to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of crawler cranes to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using crawler cranes are to be carried out.
Assessment criteria
The learner can: 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 crawler cranes.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using crawler cranes.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using crawler cranes.
Assessment criteria
The learner can: 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 crawler cranes 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 crawler crane 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using crawler cranes.
Assessment criteria
The learner can: 5.1 request and select resources associated with crawler cranes in relation to: a. consumables b. materials c. tools d. ancillary equipment and/or accessories 5.2 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: a. consumables, lubricants and fuels b. attachments and lifting accessories 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 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 crawler cranes.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using crawler cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using crawler cranes:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare, set up and operate crawler cranes above 10 tonnes to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure crawler cranes
- 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 crane 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 crane
 - 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:
- a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessories
- used to lift and transfer loads.

Unit 309 Preparing and operating crawler cranes above 10 tonnes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 310

Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace

UAN:	R/506/4630
Level:	2
Credit value:	80
GLH:	267
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out excavation work.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of crawler tractor dozers for dozer operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of crawler tractor dozers for dozer operations.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which dozer operations using crawler tractor dozers are to be carried out.

Assessment criteria

The learner can:

- 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 dozer operations using crawler tractor dozers.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out dozer operations using crawler tractor dozers.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out dozer operations using crawler tractor dozers.
Assessment criteria
The learner can: 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 dozer operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out dozer operations using crawler tractor dozers 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 crawler crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out dozer operations using crawler tractor dozers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with crawler tractor dozers in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and plant or machinery aids
 - 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 pressure
 - c. quantity
 - d. length
 - e. areaassociated with the method/procedures to carry out dozer operations using crawler tractor dozers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and carrying out dozer operations.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and carrying out dozer operations.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to carry out dozer operations using crawler tractor dozers to the required specification.

Assessment criteria

the learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting, excavating, laying and distributing materials using crawler tractor dozers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. measuring
 - g. extracting
 - h. excavating
 - i. laying
 - j. distributing
 - k. compacting
 - l. forming
 - m. removing
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, set up, position and operate crawler tractor dozers to given working instructions
 - a. extract, excavate and move different types of materials
 - b. lay or distribute materials
 - c. form and/or stockpile materials
- 8.4 shut down and secure crawler tractor dozers
- 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 crawler tractor dozer used for the dozer operation
 - b. carry out function checks for the dozer operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area of work
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus

- 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. extract, excavate and move materials safely and securely
 - c. form and remove stockpiles
 - d. form embankments, bunds and cuttings
 - e. conduct ripper operations
 - f. be on the public highway
 - g. shut down and secure crawler tractor dozer
 - 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 dozer operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to carry out dozer operations.

Unit 310 Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating crawler/tractor dozers for excavating/forming operations to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 311

Preparing and operating crawler/tractor side booms to lift and transfer loads in the workplace

UAN:	L/506/4612
Level:	2
Credit value:	50
GLH:	167
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and or using materials, components and equipment for plant or machinery• setting up, operating and shutting down plant or machinery for lifting and transferring loads.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of side booms to lift, transfer and place loads.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of crawler-tractor side booms to lift and transfer loads.

Learning outcome

The learner will:

2. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using side booms.

Assessment criteria

The learner can:

- 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 side booms.

Learning outcome

The learner will:

3. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using side booms.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using side booms.

Assessment criteria

The learner can:

- 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 side 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 crawler crane 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.

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with crawler-tractor side booms in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. bearing
 - c. pressure
 - d. quantity
 - e. length
 - f. areaassociated with the method/procedures to carry out lifting operations with side booms.

Learning outcome
The learner will: 6. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Comply with the given contract information to lift, transfer and place loads using side booms to the required specification.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 8. Comply with the given contract information to lift, transfer and place loads using side booms to the required specification.
Assessment criteria
The learner can: 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using side 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 hand tools, ancillary equipment and/or accessories 8.3 prepare, set up and operate crawler-tractor side booms to lift, transfer and place a variety of loads and/or pipelines to given working instructions 8.4 shut down and secure side 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 side 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 side booms
 - 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:
- a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessories
- used to lift and transfer loads.

Unit 311 Preparing and operating crawler-tractor side booms to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating crawler-tractor side booms to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 312 Preparing and operating crushers to process materials in the workplace

UAN:	H/506/4664
Level:	2
Credit value:	16
GLH:	53
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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 machinery to carry out processing work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the preparation and use of crushers to process materials.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information g. current regulations governing the operation of crushers for carrying out processing work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which processing operations using crushers are to be carried out.
Assessment criteria
The learner can: 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 processing operations using crushers.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out processing operations using crushers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out processing operations using crushers.

Assessment criteria

The learner can:

- 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 processing operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out processing operations using crushers 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 crusher 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out processing operations using crushers.

Assessment criteria

the learner can:

- 5.1 request and select resources associated with crushers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and processing operational aids
 - 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 calculate:
 - a. quantity
 - b. weight
 - c. length
 - d. areaassociated with the method/procedures to carry out processing operations using crushers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and processing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and processing materials.
Assessment criteria
The learner can: 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 b. timetables and estimated times c. organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

8. Comply with the given contract information to process materials using crushers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and processing materials using crushers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. processing
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, set up, and operate crushers to crush and stockpile, or feed additional plant, with a variety of materials to given working instructions
- 8.4 shut down and secure crushers
- 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 crusher used for processing operations
 - b. carry out function checks for process operations
 - c. identify the area for the processing work
 - 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. carry out the processing work safely and securely
 - c. deal with blockages prior to, during and on completion of operations
 - d. deposit processed materials
 - e. be on the public highway
 - f. shut down and secure crusher
 - 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 for and carrying out processing operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to process materials.

Unit 312 Preparing and operating crushers to process materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating crushers to process materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 313 Preparing and operating draglines to excavate ground in the workplace

UAN:	Y/506/4631
Level:	2
Credit value:	60
GLH:	200
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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 for carrying out excavation work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the preparation and use of draglines to carry out excavating operations.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information g. current regulations governing the operation of draglines for excavation work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which excavating operations using draglines are to be carried out.

Assessment criteria

The learner can:

- 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 excavating operations using draglines.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out excavating operations using draglines.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out excavating operations using draglines.
Assessment criteria
The learner can: 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 excavating operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out excavating operations using draglines 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 dragline 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using draglines.
Assessment criteria
The learner can: 5.1 request and select resources associated with draglines in relation to: a. consumables b. materials c. attachments d. tools e. ancillary equipment 5.2 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: a. consumables b. lubricants and fuels c. attachments and excavation aids d. 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. quantity b. weight c. length d. area associated with the method/procedures to carry out excavating operations using draglines.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and excavating materials.
Assessment criteria
The learner can: 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, b. timetables and estimated times c. organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

8. Comply with the given contract information to excavate materials using draglines to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and excavating ground using draglines:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate draglines to given working instructions to:
 - a. excavate ground
 - b. load or stockpile excavated ground and/or loose materials
- 8.4 shut down and secure draglines
- 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 dragline used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
- 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. excavate accurately to line and level
 - c. form stockpiles
 - d. use equipment to gauge and measure
 - e. be on the public highway
 - f. excavate, remove and load materials safely and securely
 - g. shut down and secure the dragline
 - 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 for and carrying out excavating operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to excavate materials.

Unit 313 Preparing and operating draglines to excavate ground in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating draglines to excavate materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 314

Preparing and operating draglines to extract ground and/or loose materials in the workplace

UAN:	M/506/4618
Level:	2
Credit value:	60
GLH:	200
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of draglines for extracting operations.
Assessment criteria
The learner can: 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 draglines for extraction work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which extracting operations using draglines are to be carried out.

Assessment criteria

The learner can:

- 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 extracting operations using draglines.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out extracting operations using draglines.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out extracting operations using draglines.
Assessment criteria
The learner can: 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 extracting operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using draglines 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 dragline 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using draglines.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>5.1 request and select resources associated with draglines in relation to:</p> <ul style="list-style-type: none"> a. consumables b. materials c. attachments d. tools e. ancillary equipment and/or accessories <p>5.2 describe the:</p> <ul style="list-style-type: none"> a. characteristics b. quality c. uses d. sustainability e. limitations f. defects <p>associated with the resources, and how they should be used correctly, relating to:</p> <ul style="list-style-type: none"> a. consumables, lubricants and fuels b. attachments and extraction aids c. hand tools, ancillary equipment and accessories <p>5.3 describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>5.5 describe any potential hazards associated with the resources and methods of work</p> <p>5.6 describe how to identify:</p> <ul style="list-style-type: none"> a. weight b. pressure c. quantity d. length e. area <p>associated with the method/procedures to carry out extracting operations using draglines.</p>

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using draglines to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials, face, ground or commodities using draglines:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate draglines to given working instructions
- 8.4 extract ground, face, loose materials or commodities
- 8.5 load and/or stockpile loose materials or commodities
- 8.6 shut down and secure draglines
- 8.7 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 dragline used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
- 8.8 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, remove and load materials and commodities safely and securely
 - d. form and remove stockpiles
 - e. be on the public highway
 - f. shut down and secure dragline
 - g. use hand tools, ancillary equipment and accessories
- 8.9 describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out extracting operations.

Unit 314 Preparing and operating draglines to extract ground and/or loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating draglines to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 315

Preparing and operating excavator cranes to lift and transfer loads in the workplace

UAN:	A/506/4606
Level:	2
Credit value:	30
GLH:	100
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of excavator cranes to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of excavator cranes to lift and transfer loads.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which lifting operations using excavator cranes are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during lifting operations with excavator cranes.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using excavator cranes.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using excavator cranes.
Assessment criteria
The learner can: 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 excavator cranes in relation to two or more of the following: a. use and storage of plant or machinery b. safe use and storage of tools and equipment safe 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 excavator crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using excavator cranes.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with excavator cranes in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. pressure
 - c. quantity
 - d. length
 - e. areaassociated with the method/procedures to carry out lifting operations with excavator cranes.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using excavator cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using excavator cranes:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, set up and operate excavator cranes to lift, transfer and place a variety of loads and/or materials to given working instructions
- 8.4 shut down and secure excavator cranes
- 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 crane 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 crane
 - 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.

Unit 315 Preparing and operating excavator cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating excavator cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 316

Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace

UAN:	J/506/4642
Level:	2
Credit value:	16
GLH:	53
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of forward tipping dumpers to carry out transporting and discharging operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of forward tipping dumpers.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which transporting and discharging operations using forward tipping dumpers are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during transporting and discharging operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out transporting and discharging operations using forward tipping dumpers.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out transporting and discharging operations using forward tipping dumpers.

Assessment criteria

The learner can:

- 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 transporting and discharging operations.
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out transporting and discharging operations using forward tipping dumpers 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 forward tipping dumper 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out transporting and discharging operations using forward tipping dumpers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with forward tipping dumpers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 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. pressure
 - d. length
 - e. areaassociated with the method/procedures to carry out transporting and discharging operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and transporting and discharging materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and transporting and discharging materials using forward tipping dumpers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to receive, transport and discharge materials using forward tipping dumpers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and transporting and discharging materials using forward tipping dumpers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. receiving
 - g. depositing
 - h. transporting
 - i. discharging
 - j. cleaning
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate forward tipping dumpers to receive, transport and discharge loads to given working instructions
- 8.4 shut down and secure forward tipping dumpers
- 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 forward tipping dumpers used for transporting and discharging work
 - b. carry out function checks to receive, transport and discharge loads
 - c. identify characteristics, type and volume of loads to receive and transport
 - 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
 - f. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the area for discharging
 - b. check to avoid damage to structures and utilities service apparatus
 - c. receive, transport and discharge materials safely and securely
 - d. be on the public highway
 - e. shut down and secure the forward tipping dumper
 - f. 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 transporting and discharging operations.
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused for transporting and discharging operations.

Unit 316 Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating forward tipping dumpers to transport and discharge materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- forward tipping dumper wheeled
- forward tipping dumper tracked.

Unit 317

Preparing and operating graders to form and shape ground and/or loose materials in the workplace

UAN:	A/506/4640
Level:	2
Credit value:	70
GLH:	233
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of graders to carry out forming operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of graders for formation work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which forming operations using graders are to be carried out.
Assessment criteria
The learner can: 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 forming operations using graders.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance to carry out forming operations with graders.
Assessment criteria
The learner can: 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. in confined spaces e. with tools and equipment f. with materials and substances g. with movement/storage of materials h. by manual handling and mechanical lifting 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out forming operations using graders.
Assessment criteria
The learner can: 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 forming operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out forming operations using graders 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 grader 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 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out forming operations using graders.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with graders in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and forming aids
 - 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 methods of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out forming operations using graders.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and forming ground using graders.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and forming ground using graders.
Assessment criteria
The learner can: 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 7.3 shut down and secure graders.

Learning outcome
The learner will: 8. Comply with the given contract information to form ground and materials using graders to the required specification.
Assessment criteria
The learner can: 8.1 demonstrate the following work skills when preparing for and forming loose materials and/or ground using graders: a. checking b. adjusting c. communicating d. manoeuvring e. positioning f. constructing g. forming 8.2 use and maintain: a. hand tools b. ancillary equipment and/or accessories 8.3 prepare, set-up, position and operate graders to form and shape loose materials and/or ground to given working instructions 8.4 shut down and secure graders 8.5 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: a. identify the characteristics of the grader used for the forming work b. carry out function checks for the formation operation c. prepare, set up and adjust for operational requirements d. identify the area of the formation work e. identify geological, environmental and material changes and report f. prepare, set up and adjust for operational requirements g. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area 8.6 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: a. check to avoid damage to structures and utilities service apparatus b. form and shape materials safely and securely c. recognise and determine when specific skills and knowledge are required and report accordingly d. complete construction and formation work e. be on the public highway f. shut down and secure the graders 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 forming operations 8.8 describe how to maintain the: a. plant b. tools c. equipment used to form materials.

Unit 317 Preparing and operating graders to form and shape ground and/or loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating graders to form and shape materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 318

Preparing and operating hoists to lift and transfer loads in the workplace

UAN:	L/506/3928
Level:	2
Credit value:	12
GLH:	40
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and or using materials, components and equipment• setting up, operating and shutting down plat or machinery for lifting and transferring loads.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of hoists to lift and transfer loads.
Assessment criteria
The learner can: 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. risk assessments f. manufacturers' information g. current regulations governing the operation of hoists to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting and transferring operations using hoist are to be carried out.
Assessment criteria
The learner can: 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 hoist operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using hoists.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out lifting and transferring operations using hoists.

Assessment criteria

The learner can:

- 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 hoist operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out hoist operations 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 hoist 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting and transferring operations using hoists.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with hoists in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting aids
 - 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 method of work
- 5.6 describe how to calculate:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out lifting operations using hoists.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift and transfer loads using hoists to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting and transferring loads using hoists:
 - 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 hoists to lift and transfer a variety of loads and personnel (where applicable), at various levels or heights, to given working instructions
- 8.4 shut down and secure hoists
- 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 hoist for the lifting 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
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify characteristics, type, weight and position of loads for lifting and transferring
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. secure and balance loads for lifting
 - d. lift and transfer loads
 - e. position, place and set down loads
 - f. confirm load stability, security and release
 - g. attach and remove guide ropes and aids
 - h. be on the public highway
 - i. shut down and isolate the hoist
 - j. use hand tools and ancillary equipment
 - k. 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:
 - a. plant and machinery
 - b. hand tools

c. ancillary equipment
d. accessories
used to lift and transfer loads.

Unit 318 Preparing and operating hoists to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating hoists to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- hoists rack and pinion goods
- hoists passenger/goods combined
- hoists rope operated goods
- hoists transport platform.

Unit 319

Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace

UAN:	J/506/4608
Level:	2
Credit value:	16
GLH:	53
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and or using materials, components and equipment• setting up, operating and shutting down plat or machinery for lifting and transferring loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of industrial forklift trucks to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of industrial forklift trucks to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which industrial forklift truck operations are to be carried out.
Assessment criteria
The learner can: 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 forklift operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with industrial forklift trucks.
Assessment criteria
The learner can: 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: 3.1 site a. workplace b. company c. operative 3.2 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out forklift operations with industrial forklift trucks.
Assessment criteria
The learner can: 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 industrial forklift truck operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out forklift operations using industrial forklift trucks 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 industrial forklift truck 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out forklift operations with industrial forklift trucks.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with industrial forklifts in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. accessories and/or ancillary equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting aids
 - c. hand tools, ancillary equipment and/or accessories
- 5.3 describe:
 - a. how the resources should be used correctly
 - b. 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. length
 - c. areaassociated with the method/procedures to lift and transfer loads with industrial forklifts.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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 lifting operation.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using industrial forklift trucks to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads with industrial forklift trucks:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare and operate industrial forklift trucks to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure industrial forklift trucks
- 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 machine for the forklift 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
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. secure and balance loads for lifting
 - j. lift, remove and transfer loads
 - k. position, place and set down loads
 - l. confirm load stability, security and release
 - m. attach and remove guide ropes and aids
 - n. be on the public highway
 - o. shut down and secure the industrial forklift truck
 - p. use hand tools and ancillary equipment
 - q. use, handle and store lifting accessories
- 8.6 describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads
- 8.7 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and accessories used to lift and transfer loads.

Unit 319 Preparing and operating industrial forklift trucks to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating industrial counterbalanced forklifts to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 320

Preparing and operating landfill compactors to spread and compact materials in the workplace

UAN: D/506/4663

Level: 2

Credit value: 25

GLH: 83

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 and machinery operations
- setting up, operating and shutting down plant or machinery for compaction work.

Learning outcome

The learner will:

1. Interpret the given information relating to the preparation and use of landfill compactors to carry out compacting operations.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from:
 - a. drawings
 - b. specifications
 - c. schedules
 - d. risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
 - a. drawings
 - b. specifications
 - c. schedules
 - d. method statements
 - e. risk assessments
 - f. manufacturers' information, and current regulations
 - g. governing the operation of landfill compactors for compaction work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which compacting operations using landfill compactors are to be carried out.
Assessment criteria
The learner can: 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 compacting operations using landfill compactors.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out compacting operations using landfill compactors.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out compacting operations using landfill compactors.

Assessment criteria

The learner can:

- 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 compacting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out compacting operations using landfill compactors 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 landfill compactor 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out compacting operations using landfill compactors.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with landfill compactors in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and compaction operational aids
 - 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. areaassociated with the method/procedures to carry out compaction using landfill compactors.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing for and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to compact materials using landfill compactors to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and compacting materials using landfill compactors:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning and compacting
 - f. communicating
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare for, position, set up and operate landfill compactors to compact a variety of materials, in various locations, to given working instructions
- 8.4 shut down and secure landfill compactors
- 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 landfill compactors used for compaction operations
 - b. carry out function checks for compaction operations
 - c. identify the area for the compaction work
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
 - h. recognise different compaction methods
 - i. recognise and work compaction patterns
- 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. compact materials safely and securely
 - c. complete compaction work
 - d. be on the public highway
 - e. shut down and secure landfill compactors
 - f. 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 compacting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to compact materials.

Unit 320 **Preparing and operating landfill compactors to spread and compact materials in the workplace**

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating landfill compactors to spread and compact materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 321 Preparing and operating loader compressors to extract loose materials in the workplace

UAN:	Y/506/4628
Level:	2
Credit value:	16
GLH:	53
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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 for carrying out extraction work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the use of loader compressors to carry out extracting operations.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. manufacturers' information e. method statements f. regulations g. guidance applicable to loader compressor extracting operations.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which extracting operations using loader compressors are to be carried out.
Assessment criteria
The learner can: 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 extracting operations using loader compressors.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance to carry out extracting operations with loader compressors.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out extracting operations using loader compressors.
Assessment criteria
The learner can: 4.1 use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during extracting operations 4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to extracting operations, 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: a. fires b. spillages c. injuries d. other task-related hazards.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using loader compressors.
Assessment criteria
The learner can: 5.1 describe the: a. characteristics b. quality c. uses d. limitations e. defects associated with the resources, and how they should be used correctly, relating to: a. consumables, lubricants and fuels b. attachments and extraction/excavation aids c. hand tools, ancillary equipment and/or accessories 5.2 request and select resources associated with loader compressors in relation to: a. consumables b. materials c. attachments d. tools e. 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. quantity b. weight c. length d. area

associated with the method/procedures to carry out extracting operations using loader compressors.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when extracting materials using loader compressors.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and extracting materials using loader compressors.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time:
- 7.2 shut down and secure loader compressors
- 7.3 state the purpose of the work programme and describe why deadlines should be kept in relation to:
 - a. types of progress charts,
 - b. timetables and estimated times
 - c. organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using loader compressors to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials using loader compressors:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate loader compressors to given working instructions
 - a. extract loose materials
 - b. load and/or stockpile loose materials
- 8.4 shut down and secure loader compressors
- 8.5 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the characteristics of the loader compressors used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes
 - g. and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, remove and load materials and commodities safely and securely
 - d. form stockpiles
 - e. be on the public highway
 - f. shut down and secure loader compressors
 - 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to extract materials.

Unit 321 Preparing and operating loader compressors to extract loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating loader compressors to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 322

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

UAN:	R/506/4613
Level:	2
Credit value:	30
GLH:	100
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of lorry loaders/knuckle booms to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of lorry loaders/knuckle boom to lift and transfer loads.
Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which lifting operations using lorry loaders/knuckle booms are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during lifting operations with lorry loaders/knuckle boom.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using lorry loaders/knuckle booms.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ol style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ol style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ol style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using lorry loaders/knuckle booms.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using lorry loaders/knuckle booms.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with lorry loaders/knuckle booms in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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. areaassociated with the method/procedures to carry out lifting operations with lorry loaders/knuckle booms.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using lorry loaders/knuckle booms to the required specification.

Assessment criteria

The learner can:

- 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 hand tools, ancillary equipment and/or accessories
- 8.3 identify the characteristics of the crane for the lifting operation
- 8.4 prepare, set up and operate lorry loaders/knuckle booms to lift, transfer and place a variety of loads to given working instructions
- 8.5 shut down and secure lorry loaders/knuckle booms
- 8.6 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
- 8.7 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 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
- 8.8 describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads
- 8.9 describe how to maintain the:

- a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. 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

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating lorry loaders/knuckle boom cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 323

Preparing and operating mast climber-type Mobile Elevating Work Platforms –MEWP- in the workplace

UAN:	H/506/4650
Level:	2
Credit value:	12
GLH:	40
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for lifting and transferring loads.

Learning outcome

The learner will:

1. Interpret the given information relating to the use of mast climber-type MEWPs to access areas to carry out the work.

Assessment criteria

The learner can:

- 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 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. manufacturers' information
 - e. method statements
 - f. regulations
 - g. guidanceapplicable to accessing operation.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.
Assessment criteria
The learner can: 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 2.4 describe how to organise resources prior to and during accessing operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with mast climber-type MEWPs.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.
Assessment criteria
The learner can: 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 accessing operations. 4.2 demonstrate compliance with given information and relevant legislation when carrying out accessing operations using mast climber-type MEWPs 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 accessing 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 e. rescue plans.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with mast climber-type MEWPs in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. accessories and/or ancillary equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and accessing discharging aids
 - c. hand tools, ancillary equipment and/or accessories
- 5.3 describe how the resources should be used correctly, 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. areaassociated with the method/procedures to operate mast climber-type mobile elevating work platforms used for accessing operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when accessing work areas using mast climber-type MEWPs.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.
Assessment criteria
The learner can: 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.

Learning outcome	
The learner will:	
8.	Comply with the given contract information to accessing areas to carry out work using mast climber-type MEWPS to the required specification.
Assessment criteria	
The learner can:	
8.1	demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: <ul style="list-style-type: none"> a. checking b. setting up c. adjusting d. communicating e. manoeuvring f. positioning g. accessing and setting down
8.2	use and maintain hand tools and ancillary equipment and/or accessories
8.3	prepare for, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions
8.4	shut down and secure mast climber-type MEWPs
8.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: <ul style="list-style-type: none"> a. identify the characteristics of the mast climber-type MEWP used for accessing work b. identify valid certification for maintenance, inspection and thorough examination c. carry out function checks for accessing operation d. prepare, set up and adjust for operational requirements e. carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area f. identify and remain aware of the area of operation to include potential entrapment situations g. use fall prevention equipment
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: <ul style="list-style-type: none"> a. check to avoid damage to structures and utilities service apparatus b. position and secure MEWP for accessing operations c. recognise and determine when specific skills and knowledge are required and report accordingly d. operate, manoeuvre, position, set down and secure e. operate and travel on the public highway f. shut down and secure the MEWP 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 accessing operations
8.8	describe how to maintain the: <ul style="list-style-type: none"> a. plant and machinery b. hand tools c. ancillary equipment used to access working areas.

Unit 323 Preparing and operating mast climber-type Mobile Elevating Work Platforms (MEWP) in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 324

Preparing and operating soil stabilisers to lay and distribute materials in the workplace

UAN:	K/506/4651
Level:	2
Credit value:	40
GLH:	133
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for laying and distribution work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of soil stabilisers to carry out laying and distribution operations.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from: a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information 1.2 comply with information and/or instructions derived from risk assessments and method 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 soil stabilisers for laying and distribution work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which laying and distributing operations using soil stabilisers are to be carried out.

Assessment criteria

The learner can:

- 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 laying and distribution operations using soil stabilisers.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carry out laying and distributing operations with soil stabilisers.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out laying and distribution operations using soil stabilisers.
Assessment criteria
The learner can: 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 laying and distribution operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out laying and distribution operations using soil stabilisers 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 soil stabiliser 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 e. rescue plans.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out laying and distribution operations using soil stabilisers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with soil stabilisers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and laying and distributing aids
 - 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. length
 - d. areaassociated with the method/procedures to carry out laying and distribution operations using soil stabilisers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and laying and distributing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and laying and distributing materials using soil stabilisers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lay and distribute materials using soil stabilisers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and laying and distributing materials using soil stabilisers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. mixing
 - g. laying
 - h. distributing
 - i. compacting
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate soil stabilisers to mix, lay and distribute a variety of materials, in a variety of locations, to given working instructions
- 8.4 shut down and secure soil stabilisers
- 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 soil stabiliser used for laying and distributing work
 - b. carry out function checks
 - c. identify the area for laying and distributing
 - 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
 - f. confirm material characteristics
 - g. mix, lay and distribute materials safely and securely
 - h. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. complete laying and distribution work
 - d. be on the public highway
 - e. shut down and secure soil stabiliser
 - f. 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 laying and distribution operations
- 8.8 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to lay and distribute materials.

Unit 324 Preparing and operating soil stabilisers to lay and distribute materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating soil stabilisers to lay and distribute materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 325

Preparing and operating motorised scrapers to extract, transport and distribute materials in the workplace

UAN:	J/506/4625
Level:	2
Credit value:	80
GLH:	267

Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out extraction work.
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Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of motorised scrapers for extraction and distribution operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of motorised scrapers for extraction and distribution work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which extraction and distribution operations using motorised scrapers are to be carried out.

Assessment criteria

The learner can:

- 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 extraction and distribution operations using motorised scrapers.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out extraction and distribution operations using motorised scrapers.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out extraction and distribution operations using motorised scrapers.

Assessment criteria

The learner can:

- 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 extraction and distribution operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out extraction and distribution operations using motorised scrapers 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 motorised scraper 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out extraction and distribution operations using motorised scrapers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with motorised scrapers in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and extraction/distribution aids
 - 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. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out extraction and distribution operations using motorised scrapers.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting and distributing materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and extracting and distributing materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to extract and distribute materials using motorised scrapers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting and distributing loose materials using motorised scrapers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. distributing
 - h. forming
 - i. removing
 - j. loading
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate motorised scrapers to given working instructions
 - a. extract, load and transport different types of ground
 - b. lay, distribute and/or stockpile extracted materials
- 8.4 shut down and secure motorised scrapers
- 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 motorised scraper used for the extraction and distribution operation
 - b. carry out function checks for the extraction and distribution operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, load, transport and lay materials safely and securely
 - d. form stockpiles
 - e. be on the public highway
 - f. shut down and secure the motorised scraper
 - 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 extraction and distribution operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools

c. ancillary equipment
d. accessories
used to extract and distribute materials.

Unit 325 Preparing and operating motorised scrapers to extract, transport and distribute materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating motorised scrapers to extract, transport and distribute materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit can be assessed against one of the following endorsements:

- quarry operations
- landfill operations.

Unit 326

Preparing and operating overhead cranes to lift and transfer loads in the workplace

UAN: T/506/4605

Level: 2

Credit value: 18

GLH: 60

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 for lifting and transferring loads.

Learning outcome

The learner will:

1. Interpret the given information relating to the preparation and use of overhead cranes to lift, transfer and place loads.

Assessment criteria

The learner can:

- 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. risk assessments
 - f. manufacturers' information
 - g. current regulations governing the operation of overhead cranes to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using overhead cranes are to be carried out.
Assessment criteria
The learner can: 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 overhead cranes.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using overhead cranes.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using overhead cranes.

Assessment criteria

The learner can:

- 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 overhead cranes 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 overhead crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using overhead cranes.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with overhead cranes in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out lifting operations with overhead cranes.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using overhead cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using overhead cranes:
 - 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 overhead cranes to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure overhead cranes
- 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 crane 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. 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 crane
 - 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:
 - a. plant and machinery
 - b. hand tools

c. ancillary equipment
d. accessories
used to lift and transfer loads.

Unit 326 Preparing and operating overhead cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating overhead cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 327

Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace

Level:	2
GLH:	100
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for lifting and transferring loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of remote controlled tower cranes to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of remote controlled tower cranes to lift and transfer loads.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which lifting operations using remote controlled tower cranes are to be carried out.

Assessment criteria

The learner can:

- 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 remote controlled tower cranes.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using remote controlled tower cranes.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using remote controlled tower cranes.

Assessment criteria

The learner can:

- 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 remote controlled tower cranes 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 remote controlled tower crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using remote controlled tower cranes.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with remote controlled tower cranes in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - g. consumables, lubricants and fuels
 - h. attachments and lifting accessories
 - i. 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out lifting operations with remote controlled tower cranes.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using remote controlled tower cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using remote controlled tower cranes:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare, set up and operate remote controlled tower cranes to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure remote controlled tower cranes
- 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 crane 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
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. secure and balance loads for lifting
 - j. lift, remove and transfer loads
 - k. position, place and set down loads
 - l. confirm load stability, security and release
 - m. attach and remove guide ropes and aids
 - n. be on the public highway
 - o. shut down and secure the crane
 - p. use hand tools and ancillary equipment
 - q. use, handle and store lifting accessories
- 8.6 describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads
- 8.7 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessories

used to lift and transfer loads.

Unit 327 Preparing and operating remote controlled tower cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating remote controlled tower cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- remote controlled tower crane up to 36m/100 m/t
- remote controlled tower crane inclined jib.

Unit 328

Preparing and operating or machinery attachments in the workplace

UAN:	A/506/4671
Level:	2
Credit value:	7
GLH:	23
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of attachments.
Assessment criteria
The learner can: 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 g. guidance applicable to attachment use.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in attachments use.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance to prepare and use attachments.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe working practices when preparing for and using attachments.

Assessment criteria

The learner can:

- 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:
 - a. fires
 - b. spillages
 - c. injuries
 - d. other particular task-related hazards.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and use attachments.

Assessment criteria

The learner can:

- 5.1 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated 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:
 - a. attachments
 - b. tools
 - c. 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. areaassociated with the method/procedure to carry out the work using relevant attachments.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when using attachments.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and using attachments.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information prepare for and use attachments to the required specification.

Assessment criteria

The learner can:

- 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:
- 8.5 identify relevant attachment use and documentation
 - a. configure host plant to accept attachments
 - b. fit attachments
 - c. operate, maintain, manoeuvre, shut down and secure plant with attachments
 - d. recognise signals to fit and remove attachments
 - e. disconnect and remove attachments
 - f. store attachments
 - g. use hand tools, ancillary equipment and accessories
- 8.6 safely use and store hand tools and ancillary equipment
- 8.7 state the needs of other occupations and how to communicate within a team when preparing for and using attachments
- 8.8 describe how to maintain the tools and equipment used when preparing and operating plant attachments and ancillary equipment.

Unit 328 Preparing and operating or machinery attachments in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating plant attachments and ancillary equipment to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- | | |
|--|----------------------------|
| • Rail thimble | • Rail flail |
| • Rail ballast brush | • Rail hydraulic rail beam |
| • Rail ballast/material movement vacuum unit | |
| • Rail hydraulic sleeper grab | • Rail trailer |
| • Rail tamper | • Rail vacuum lifter |
| • Rail grapple/log grab | • Auger |
| • Sweeper | • Pecker/hammer |
| • Mower | • Grab |
| • Forks | • Lift hook |
| • Working platforms | • Bucket |
| • Lifting jib | • Crusher. |

Unit 329

Preparing and operating reach trucks to lift and transfer loads in the workplace

UAN:	J/506/4611
Level:	2
Credit value:	16
GLH:	53
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for directing and controlling the movement and placing of loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of reach trucks to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of reach trucks to lift and transfer loads.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which reach truck operations are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during reach truck operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with reach trucks.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out forklift operations with reach trucks.

Assessment criteria

The learner can:

- 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 reach truck operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out reach truck operations 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 reach truck 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out forklift operations with reach trucks.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with reach trucks in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry, lift and transfer loads using reach trucks.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using reach trucks to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using reach trucks:
 - 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 reach trucks to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure reach trucks
- 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 reach truck for the forklift 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 reach truck
 - 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:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment

d. accessories
used to lift and transfer loads.

Unit 329 Preparing and operating reach trucks to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating reach trucks to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 330

Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace

UAN:	L/506/4643
Level:	2
Credit value:	30
GLH:	100
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of rear tipping dump trucks to carry out transporting and discharging operations.
Assessment criteria
The learner can: 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 rear tipping dump trucks.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which transporting and discharging operations using rear tipping dump trucks are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>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 transporting and discharging operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out transporting and discharging operations using rear tipping dump trucks.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out transporting and discharging operations using rear tipping dump trucks.

Assessment criteria

The learner can:

- 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 transporting and discharging operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out transporting and discharging operations using rear tipping dump trucks 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 rear tipping dump truck 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out transporting and discharging operations using rear tipping dump trucks.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with rear tipping dump trucks in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 accessories materials
- 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. pressure
 - d. length
 - e. areaassociated with the method/procedures to carry out transporting and discharging operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and transporting and discharging materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and transporting and discharging materials using rear tipping dump trucks.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to receive, transport and discharge materials using rear tipping dump trucks to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and transporting and discharging materials using rear tipping dump trucks:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. receiving
 - g. depositing
 - h. transporting
 - i. discharging
 - j. cleaning
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate rear tipping dump trucks to receive, transport and discharge materials to given working instructions
- 8.4 shut down and secure rear tipping dump trucks
- 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 rear tipping dump trucks used for transporting and discharging work
 - b. carry out function checks to receive and transport loads
 - c. identify characteristics, type and volume of loads to receive and transport
 - 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
 - f. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the area for discharging
 - b. check to avoid damage to structures and utilities service apparatus
 - c. receive, transport and discharge materials safely and securely
 - d. be on the public highway
 - e. shut down and secure the rear tipping dump truck
 - f. 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 transporting and discharging operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused for transporting and discharging operations.

Unit 330 Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating rear tipping dump trucks to transport and discharge materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- dump truck articulated chassis up to 15 tonnes
- dump truck articulated chassis all sizes
- dump truck rigid chassis up to 15 tonnes
- dump truck rigid chassis up to 50 tonne
- dump truck rigid chassis above 50 tonnes
- dump truck rigid chassis above 100 tonne.

Unit 331 Preparing and operating ride-on rollers to compact materials in the workplace

UAN:	R/506/4661
Level:	2
Credit value:	16
GLH:	53
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • interpreting information • adopting safe and healthy working practices • selecting and or using materials, components and equipment for plant and machinery operations • setting up, operating and shutting down plant or machinery for compaction work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the preparation and use of ride-on rollers to carry out compacting operations.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information g. current regulations governing the operation of ride-on rollers for compaction work.
Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which compacting operations using ride-on rollers are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during compacting operations using ride-on rollers.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out compacting operations using ride-on rollers.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out compacting operations using ride-on rollers.
Assessment criteria
The learner can: 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 compacting operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out compacting operations using ride-on rollers 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 ride-on roller 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out compacting operations using ride-on rollers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with ride-on rollers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and compaction operational aids
 - 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. pressure
 - c. quantity
 - d. length
 - e. areaassociated with the method/procedures to carry out compaction work using ride-on rollers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing for and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to compact materials using ride-on rollers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and compacting materials using ride-on rollers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. compacting
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare for, position, set up and operate ride-on rollers to compact a variety of materials, in various locations, to given working instructions
- 8.4 shut down and secure ride-on rollers
- 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 ride-on roller used for compaction operations
 - b. carry out function checks for compaction operations
 - c. identify the area for the compaction work
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
 - h. recognise different compaction methods
 - i. recognise and work compaction patterns
- 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. compact materials safely and securely
 - c. complete compaction work
 - d. be on the public highway
 - e. shut down and secure the ride-on roller
 - f. 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 compacting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to compact materials.

Unit 331**Preparing and operating ride-on rollers to compact materials in the workplace**

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating ride-on rollers to compact materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit can be assessed against one of the following endorsements:

- Roadbuilding operations deadweight
- Roadbuilding operations vibratory
- Roadbuilding operations pneumatic tyred
- Roadbuilding operations remote controlled.

Unit 332

Preparing and operating road/rail adapted plant in the workplace

UAN:	T/506/4670
Level:	2
Credit value:	8
GLH:	27
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of road/rail plant and the work to be carried out.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. work package planse. method statementsf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. work package plansg. risk assessmentsh. certificationi. manufacturers' information for the operation of road/rail plant.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which road/rail plant operations are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members organise and communicate with team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during road/rail plant operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when preparing to and operating road/rail plant.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out road/rail plant operations.

Assessment criteria

The learner can:

- 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out road/rail plant operations.
Assessment criteria
The learner can: 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: 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: 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.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and operating road/rail plant.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and operating road/rail plant.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to prepare for and operate road/rail plant to the required specification.

Assessment criteria

The learner can:

- 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
 - i. recognise and avoid damage to axle counter equipment, force transducers and accelerometers
- 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:
- a. hand tools
 - b. plant and machinery
 - c. ancillary equipment
- used for road/rail plant operations.

Unit 332 Preparing and operating road/rail adapted plant in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating road/rail adapted plant to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 333

Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace

UAN:	F/506/4607
Level:	2
Credit value:	18
GLH:	60
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of rough terrain masted forklifts to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of rough terrain masted forklifts to lift and transfer loads.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which rough terrain masted forklift operations are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during forklift operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with rough terrain masted forklifts.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out forklift operations with rough terrain masted forklifts.

Assessment criteria

The learner can:

- 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 forklift operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out forklift operations using rough terrain masted forklifts 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 rough terrain masted forklift 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out forklift operations using rough terrain masted forklifts.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with rough terrain masted forklifts in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out forklift operations with rough terrain masted forklifts.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using rough terrain masted forklifts to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using rough terrain masted forklifts:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare and operate rough terrain masted forklifts to lift, transfer and place a variety of loads to given working instructions
- 8.4 safely use and store hand tools and ancillary equipment
- 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 machine for the forklift 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 rough terrain masted forklift
 - 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:
 - a. plant and machinery

b. hand tools
c. ancillary equipment
d. accessories
used to lift and transfer loads.

Unit 333 Preparing and operating rough terrain masted forklifts to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating rough terrain masted forklifts to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 334

Preparing and operating scissor-type Mobile Elevating Work Platforms MEWP in the workplace

UAN: K/506/4648

Level: 2

Credit value: 12

GLH: 40

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 with the plant or machinery operations
- setting up, operating and shutting down of plant or machinery for lifting and transferring loads.

Learning outcome

The learner will:

1. Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from:
 - a. drawings
 - b. specifications
 - c. schedules
 - d. method statements
 - e. risk assessments
 - f. manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method 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 plant and machinery used as work platforms.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during accessing operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.

Assessment criteria

The learner can:

- 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 accessing operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs 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 accessing 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
 - e. rescue plans.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with scissor-type MEWPs in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and accessing aids
 - c. hand tools, ancillary equipment and accessories
- 5.3 describe how the resources should be used correctly, 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. areaassociated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs:
 - a. checking
 - b. setting up
 - c. adjusting
 - d. communicating
 - e. manoeuvring
 - f. positioning
 - g. accessing
 - h. setting down
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions
- 8.4 shut down and secure scissor-type MEWPs
- 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 scissor-type MEWP used for accessing work
 - b. identify valid certification for maintenance, inspection and thorough examination
 - c. carry out function checks for accessing operation
 - d. prepare, set up and adjust for operational requirements
 - e. carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area
 - f. identify and remain aware of the area of operation to include potential entrapment situations
 - g. use fall prevention equipment
 - h. check to avoid damage to structures and utilities service apparatus
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. position and secure MEWP for accessing operations
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. operate, manoeuvre, position, set down and secure
 - d. operate and travel on the public highway
 - e. shut down and secure the MEWP
 - f. 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 accessing operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to access working areas.

Unit 334 Preparing and operating scissor-type Mobile Elevating Work Platforms (MEWP) in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 335

Preparing and operating screeners to process materials in the workplace

UAN:	M/506/4666
Level:	2
Credit value:	12
GLH:	40
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 to carry out processing work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of screeners to process materials.
Assessment criteria
The learner can: 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 screeners for carrying out processing work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which processing operations using screeners are to be carried out.
Assessment criteria
The learner can: 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 processing operations using screeners.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out processing operations using screeners.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out processing operations using screeners.

Assessment criteria

The learner can:

- 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 processing operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out processing operations using screeners 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 screener 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out processing operations using screeners.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with screeners in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and processing operational aids
 - 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 calculate:
 - a. quantity
 - b. weight
 - c. length
 - d. areaassociated with the method/procedures to carry out processing operations using screeners.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and processing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and processing materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to process materials using screeners to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and processing materials using screeners:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning (where relevant)
 - f. processing
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, set up, position (where relevant) and operate screeners to screen, grade and stockpile, a variety of materials to given working instructions
- 8.4 shut down and secure screeners
- 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 screeners used for processing operations
 - b. carry out function checks for process operations
 - c. identify the area for the processing work
 - 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. carry out the processing work safely and securely
 - c. deal with blockages prior to, during and on completion of operations
 - d. deposit processed materials
 - e. be on the public highway
 - f. shut down and secure screeners
 - 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 for and carrying out processing operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to process materials.

Unit 335 Preparing and operating screeners to process materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating screeners to process materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 336

Preparing and operating self-propelled bowzers to receive, transport and discharge materials in the workplace

UAN: Y/506/4645

Level: 2

Credit value: 12

GLH: 40

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 to receive and transport bulk material loads.

Learning outcome	
The learner will:	
1.	Interpret the given information relating to the preparation and use of self-propelled bowzers to carry out transporting and discharging operations.
Assessment criteria	
The learner can:	
1.1	interpret and extract relevant information from: <ul style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. 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: <ul style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of self-propelled bowzers.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which transporting and discharging operations using self-propelled bowzers are to be carried out.

Assessment criteria

The learner can:

- 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 transporting and discharging operations.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out transporting and discharging operations using self-propelled bowzers.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out transporting and discharging operations using self-propelled bowsers.

Assessment criteria

The learner can:

- 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 transporting and discharging operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out transporting and discharging operations using self-propelled bowsers 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 self-propelled bowser 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out transporting and discharging operations using self-propelled bowsters.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with self-propelled bowsters in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 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. pressure
 - d. length
 - e. areaassociated with the method/procedures to carry out transporting and discharging operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and transporting and discharging materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and transporting and discharging materials using self-propelled bowsers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to receive, transport and discharge materials using self-propelled bowzers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and transporting and discharging materials using self-propelled bowzers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. receiving
 - g. depositing
 - h. receiving
 - i. transporting
 - j. discharging
 - k. cleaning
 - l. communicating
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate self-propelled bowzers to receive, transport and discharge fluid materials, at various locations, to given working instructions
- 8.4 shut down and secure self-propelled bowzers
- 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 self-propelled bowzers used for transporting and discharging work
 - b. carry out function checks to receive, transport and discharge loads
 - c. identify characteristics, type and volume of loads
 - 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
 - f. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the area for discharging
 - b. check to avoid damage to structures and utilities service apparatus
 - c. receive, transport and discharge materials safely and securely
 - d. be on the public highway
 - e. shut down and secure the self-propelled bowser
 - f. 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 transporting and discharging operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools

c. ancillary equipment
used for transporting and discharging operations.

Unit 336 Preparing and operating self-propelled bowzers to receive, transport and discharge materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating self-propelled bowzers to transport and discharge fluid materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit can be assessed against one of the following endorsements:

- water bowser
- fuel bowser
- slurry tanker.

Unit 337

Preparing and operating Self-Propelled Modular Transporters SPMT to lift and transfer loads in the workplace

UAN:	H/506/4616
Level:	2
Credit value:	30
GLH:	100
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of SPMTs to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of SPMTs to lift and transfer loads.
Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which lifting operations using SPMTs are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during lifting operations with SPMTs.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using SPMTs.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using SPMTs.
Assessment criteria
The learner can: 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 SPMTs 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 SPMT 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using SPMTs.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with SPMTs in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. bearing
 - c. pressure
 - d. quantity
 - e. length
 - f. areaassociated with the method/procedures to carry out lifting operations with SPMTs.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using SPMTs to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using SPMTs:
 - 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 SPMTs to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure SPMTs
- 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 SPMT 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
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. secure and balance loads for lifting
 - b. lift, remove and transfer loads
 - c. position, place and set down loads
 - d. confirm load stability, security and release
 - e. attach and remove guide ropes and aids
 - f. be on the public highway
 - g. shut down and secure the SPMT
 - h. use hand tools and ancillary equipment
 - i. 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:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment

d. accessories
used to lift and transfer loads.

Unit 337 Preparing and operating Self-Propelled Modular Transporters SPMT to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 338

Preparing and operating sideloader forklifts to lift and transfer loads in the workplace

UAN:	L/506/7851
Level:	2
Credit value:	16
GLH:	53

Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for lifting and transferring loads.
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Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of sideloader forklifts to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of sideloader forklifts to lift and transfer loads.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which sideloader forklift operations are to be carried out.

Assessment criteria

The learner can:

- 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 forklift operations.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads with sideloader forklifts.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out forklift operations with sideloader types.
Assessment criteria
the learner can: 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 forklift operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out forklift operations with sideloader types 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 sideloader forklift 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out forklift operations with sideloader types.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with sideloader forklifts in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out forklift operations with sideloader types.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using sideloader forklifts to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using sideloader forklifts:
 - 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 and operate sideloader forklifts to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure sideloader forklifts
- 8.5 describe how to apply safe and healthy work practices, follow
- 8.6 procedures, report problems and establish authority needed to rectify, to:
 - a. identify the characteristics of the machine for the forklift 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
 - h. identify the characteristics of the machine for the forklift operation
 - i. identify valid certification for maintenance, inspection and thorough examination
 - j. lift and transfer people
 - k. carry out function checks for lifting and transferring loads

- 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 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 sideloader forklift
 - i. use hand tools and ancillary equipment
 - j. use, handle and store lifting accessories
- 8.8 describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads
- 8.9 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to lift and transfer loads.

Unit 338 Preparing and operating sideloader forklifts to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating sideloader forklifts to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 339

Preparing and operating skid steer loaders to extract loose materials in the workplace

UAN:	F/506/4624
Level:	2
Credit value:	20
GLH:	67
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of skid steer loaders for extracting operations.
Assessment criteria
The learner can: 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 skid steer loaders for extraction work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which extracting operations using skid steer loaders are to be carried out.

Assessment criteria

The learner can:

- 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 extracting operations using skid steer loaders.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance to carry out extracting operations with skid steer loaders.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out extracting operations using skid steer loaders.

Assessment criteria

The learner can:

- 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 extracting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using skid steer loaders 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 skid steer loader 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using skid steer loaders.
Assessment criteria
The learner can: 5.1 request and select resources associated with skid steer loaders in relation to: a. consumables b. materials c. attachments d. tools e. ancillary equipment and/or accessories 5.2 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: a. consumables, lubricants and fuels b. attachments and extraction aids 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. length d. area associated with the method/procedures to carry out extracting operations using skid steer loaders.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using skid steer loaders to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials using skid steer loaders:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate skid steer loaders to given working instructions:
 - a. extract loose materials
 - b. load and/or stockpile loose materials
- 8.4 shut down and secure skid steer loaders
- 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 skid steer loader used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, remove and load materials safely and securely
 - d. form stockpiles
 - e. be on the public highway
 - f. shut down and secure the skid steer loader
 - 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and accessories used to extract materials.

Unit 339 Preparing and operating skid steer loaders to extract loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating skid steer loaders to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated

Unit 340

Preparing and operating skip handlers to lift and transfer loads in the workplace

UAN:	Y/506/4614
Level:	2
Credit value:	18
GLH:	60
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for lifting and transferring loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the use of skip handlers to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of skip handlers to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using skip handlers are to be carried out.
Assessment criteria
The learner can: 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 skip handlers.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using skip handlers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe working practices when preparing for and carrying out lifting operations using skip handlers.

Assessment criteria

The learner can:

- 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 skip handlers 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 skip handler 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using skip handlers.
Assessment criteria
The learner can: 5.1 request and select resources associated with skip handlers in relation to: a. consumables b. materials c. tools d. ancillary equipment and/or accessories 5.2 describe the: a. characteristics b. quality c. uses d. limitations e. defects associated with the resources, and how they should be used correctly, relating to: a. consumables, lubricants and fuels b. attachments and lifting aids 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. pressure c. quantity d. length e. area associated with the method/procedures to carry out lifting operations with skip handlers.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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 lifting operation.

Learning outcome
The learner will: 8. Comply with the given contract information to lift, transfer and place loads using skip handlers to the required specification.
Assessment criteria
The learner can: 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using skip handlers: a. checking b. adjusting c. communicating d. operating e. manoeuvring f. positioning g. lifting h. transferring i. setting down 8.2 use and maintain hand tools, ancillary equipment and/or accessories 8.3 prepare, set up and operate skip handlers to lift, transfer and place a variety of loads in the workplace, to given working instructions 8.4 shut down and secure skip handlers 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 skip handler 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 skip handler 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: a. plant and machinery b. hand tools c. ancillary equipment

d. accessories
used to lift and transfer loads.

Unit 340 Preparing and operating skip handlers to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating skip handlers to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 341

Preparing and operating soil compactors to compact materials in the workplace

UAN:	Y/506/4662
Level:	2
Credit value:	16
GLH:	53
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and or using materials, components and equipment for plant and machinery operations• setting up, operating and shutting down plant or machinery for compaction work.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of soil compactors to carry out compacting operations.
Assessment criteria
The learner can: 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 soil compactors for compaction work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which compacting operations using soil compactors are to be carried out.
Assessment criteria
The learner can: 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 compacting operations using soil compactors.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out compacting operations using soil compactors.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing to and carrying out compacting operations using soil compactors.

Assessment criteria

The learner can:

- 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 compacting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out compacting operations using soil compactors 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 soil compactor 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out compacting operations using soil compactors.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with soil compactors in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and compaction operational aids
 - 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 methods of work
- 5.6 describe how to identify:
 - a. weight
 - b. bearing
 - c. pressure
 - d. quantity
 - e. length
 - f. areaassociated with the method/procedures to carry out compacting operations using soil compactors.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and compacting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to compact materials using soil compactors to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and compacting materials using soil compactors:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. compacting
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare for, position, set up and operate soil compactors to compact a variety of materials, in various locations, to given working instructions
- 8.4 shut down and secure soil compactors
- 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 soil compactors used for compacting work
 - b. carry out function checks for compaction operations
 - c. identify the area for compacting
 - d. prepare, set up and adjust for operational requirements
 - e. complete functional checks
 - f. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - g. identify geological, environmental and material changes and report
 - h. check to avoid damage to structures and utilities service apparatus
 - i. recognise different compaction methods
 - j. recognise and work compaction patterns
- 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. compact materials safely and securely
 - c. complete compaction work
 - d. be on the public highway
 - e. shut down and secure soil compactors
 - f. 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 compacting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to compact materials.

Unit 341 Preparing and operating soil compactors to compact materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating soil compactors to compact materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 342

Preparing and operating mobile cranes to lift and transfer loads in the workplace

UAN:	K/506/4603
Level:	2
Credit value:	95
GLH:	317
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for lifting and transferring loads.

Learning outcome
The learner will: 1. Interpret the given information relating to the preparation and use of mobile cranes to lift, transfer and place loads.
Assessment criteria
The learner can: 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 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using mobile cranes are to be carried out.
Assessment criteria
The learner can: 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 mobile cranes.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using mobile cranes.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using mobile cranes.
Assessment criteria
The learner can: 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 mobile cranes 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 mobile crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using mobile cranes.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with mobile cranes in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. bearing
 - c. pressure
 - d. quantity
 - e. length
 - f. areaassociated with the method/procedures to carry out lifting operations with mobile cranes.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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: 7.3 types of: a. progress charts b. timetables and estimated times c. organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using mobile cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using mobile cranes:
 - 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 mobile cranes to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure mobile cranes
- 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 crane 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 crane
 - 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:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment

d. accessories
used to lift and transfer loads.

Unit 342 Preparing and operating mobile cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating mobile cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- mobile cranes block duties
- mobile cranes pick and carry duties
- mobile cranes all duties.

Unit 344

Preparing and operating telescopic handlers to lift and transfer loads in the workplace

UAN:	F/506/4610
Level:	2
Credit value:	25
GLH:	83
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for lifting and transferring loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the use of telescopic handlers to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of telescopic handlers to lift and transfer.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using telescopic handlers are to be carried out.
Assessment criteria
The learner can: 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 telescopic handler operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when lifting and transferring loads using telescopic handlers.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using telescopic handlers.
Assessment criteria
The learner can: 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 telescopic handler operations 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 telescopic handler 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out telescopic handler operations.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with telescopic handlers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting accessories
 - 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. pressure
 - c. quantity
 - d. length
 - e. areaassociated with the method/procedures to lift and transfer loads using telescopic handlers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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 operation.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using telescopic handlers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using telescopic handlers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, set up and operate telescopic handlers to lift, transfer and place a variety of loads to given working instructions
- 8.4 shut down and secure telescopic handlers
- 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 telescopic handler for the lifting 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 telescopic handler
 - 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:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and accessories

used to lift and transfer loads.

Unit 344 Preparing and operating telescopic handlers to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating telescopic handlers to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- telescopic handlers industrial telescopic
- telescopic handlers up to 9 metres
- telescopic handlers all sizes excluding 360 degree
- telescopic handlers all sizes including 360 degree.

Unit 345

Preparing and operating tower cranes to lift and transfer loads in the workplace

UAN:	H/506/4602
Level:	2
Credit value:	80
GLH:	267

Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery for lifting and transferring loads.
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Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of tower cranes to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. lift plansf. risk assessmentsg. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of tower cranes to lift and transfer loads.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which lifting operations using tower cranes are to be carried out.
Assessment criteria
The learner can: 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 tower cranes.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations.
Assessment criteria
The learner can: 3.1 describe 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out lifting operations using tower cranes.
Assessment criteria
The learner can: 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 tower cranes 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 tower crane 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using tower cranes.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with tower cranes in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and lifting aids
 - 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. length
 - d. areaassociated with the method/procedures to carry out lifting operations with tower cranes.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and lifting and transferring loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lift, transfer and place loads using tower cranes to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, lifting, transferring and placing loads using tower cranes:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. lifting
 - h. transferring
 - i. setting down
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, set up and operate tower cranes to lift, transfer and place a variety of loads in the workplace, to given working instructions
- 8.4 shut down and secure tower cranes
- 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 crane 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 crane
 - 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:
 - a. plant
 - b. tools
 - c. equipment

used to lift and transfer loads.

Unit 345 Preparing and operating tower cranes to lift and transfer loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating tower cranes to lift and transfer loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- tower cranes trolley jib
- tower cranes luffing jib.

Unit 346

Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace

UAN:	A/506/4623
Level:	2
Credit value:	80
GLH:	267
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: 1. Interpret the given information relating to the use of tracked loading shovels to carry out extracting operations.
Assessment criteria
The learner can: 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 tracked loading shovels for extraction work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which extracting operations using tracked loading shovels are to be carried out.
Assessment criteria
The learner can: 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 extracting operations using tracked loading shovels.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out extracting operations using tracked loading shovels.
Assessment criteria
The learner can: 3.1 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 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.

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out extracting operations using tracked loading shovels.
Assessment criteria
The learner can: 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 extracting operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using tracked loading shovels 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 tracked loading shovel 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using tracked loading shovels.
Assessment criteria
The learner can: 5.1 request and select resources associated with tracked loading shovels in relation to: a. consumables b. materials c. attachments d. tools e. accessories and/or ancillary equipment 5.2 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: a. consumables, lubricants and fuels b. attachments and extraction aids 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. pressure c. quantity d. length e. area associated with the method/procedures to carry out extracting operations using tracked loading shovels.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using tracked loading shovels to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials and ground using tracked loading shovels:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate tracked loading shovels to given working instructions:
 - a. extract ground, face and/or loose materials
 - b. load and/or stockpile loose materials
- 8.4 shut down and secure tracked loading shovels
- 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 tracked loading shovel used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, remove and load materials safely and securely
 - d. form stockpiles
 - e. be on the public highway
 - f. shut down and secure the tracked loading shovel
 - 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to extract materials.

Unit 346 Preparing and operating tracked loading shovels to extract ground and loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating tracked loading shovels to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 347

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

UAN:	M/506/5087
Level:	2
Credit value:	18
GLH:	60
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 to receive and transport bulk material loads.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of concrete pumps to carry out pumping and discharging operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of trailer-mounted concrete pumps.

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which pumping and discharging operations using concrete pumps are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during concrete pumping operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out pumping and discharging operations using concrete pumps.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ol style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ol style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ol style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome
The learner will: 4. Maintain safe working practices when preparing for and carrying out pumping operations using concrete pumps.
Assessment criteria
The learner can: 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 trailer-mounted 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.

Learning outcome

The learner will:

5. Request and select resources associated with concrete pumps in relation to consumables, materials, tools, ancillary equipment and/or accessories.

Assessment criteria

The learner can:

- 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:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments, pumping and discharging aids
 - 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. areaassociated with the method/procedures to carry out concrete pumping operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and pumping materials using concrete pumps.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and pumping and discharging materials using concrete pumps.
Assessment criteria
The learner can: 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>8. Comply with the given contract information to receive, pump and discharge materials using concrete pumps to the required specification.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>8.1 demonstrate the following work skills when preparing for and pumping and discharging materials using concrete pumps:</p> <ol style="list-style-type: none"> a. checking b. adjusting c. communicating d. manoeuvring e. positioning f. receiving g. depositing h. pumping i. discharging j. cleaning <p>8.2 use and maintain:</p> <ol style="list-style-type: none"> a. hand tools b. ancillary equipment and/or accessories <p>8.3 prepare to, position, set up and operate trailer-mounted concrete pumps to receive, pump and discharge materials, at various locations, to given working instructions</p> <p>8.4 shut down and secure concrete pumps</p> <p>8.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ol style="list-style-type: none"> 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 <p>8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ol style="list-style-type: none"> 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, 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 <p>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</p> <p>8.8 describe how to maintain the:</p> <ol style="list-style-type: none"> a. plant b. tools c. equipment <p>used to pump and discharge materials.</p>

Unit 347 Preparing and operating trailer-mounted concrete pumps to receive, pump and discharge materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating trailer-mounted concrete pumps to pump and discharge materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 348 Preparing and operating trenchers to excavate ground in the workplace

UAN:	Y/600/7971
Level:	2
Credit value:	50
GLH:	167
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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 for carrying out excavation work.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to the use of trenchers to carry out excavating operations.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. manufacturers' information g. current regulations governing the operation of trenchers for excavation work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which excavating operations using trenchers are to be carried out.

Assessment criteria

The learner can:

- 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 excavating operations using trenchers.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out excavating operations using trenchers.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out excavating operations using trenchers.

Assessment criteria

The learner can:

- 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 excavating operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out excavating operations using trenchers 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 trencher 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>5. Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using trenchers.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>5.1 request and select resources associated with trenchers in relation to:</p> <ul style="list-style-type: none"> a. consumables b. materials c. attachments d. tools e. ancillary equipment <p>5.2 describe the:</p> <ul style="list-style-type: none"> a. characteristics b. quality c. uses d. sustainability e. limitations f. defects <p>associated with the resources, and how they should be used correctly, relating to:</p> <ul style="list-style-type: none"> a. consumables, lubricants and fuels b. attachments and excavation aids c. hand tools, ancillary equipment and/or accessories <p>5.3 describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>5.5 describe any potential hazards associated with the resources and method of work</p> <p>5.6 describe how to identify:</p> <ul style="list-style-type: none"> a. quantity b. weight c. length d. area <p>associated with the method/procedures to carry out excavating operations using trenchers.</p>

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and excavating materials.
Assessment criteria
The learner can: 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 lifting operation.

Learning outcome

The learner will:

8. Comply with the given contract information to excavate materials using trenchers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and excavating ground using trenchers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate trenchers to excavate a variety of ground and form trenches to given working instructions
- 8.4 shut down and secure trenchers
- 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 trenchers used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. excavate accurately to line and level
 - d. use equipment to gauge and measure
 - e. be on the public highway
 - f. excavate materials safely and securely
 - g. shut down and secure trenchers
 - 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 excavating operations
- 8.8 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to excavate materials.

Unit 348 Preparing and operating trenchers to excavate ground in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating trenchers to excavate materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 349

Preparing and operating trenchers to extract ground and/or loose materials in the workplace

UAN:	R/506/4627
Level:	2
Credit value:	50
GLH:	167
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out extraction work.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of trenchers for extracting operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of trenchers for extraction work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which extracting operations using trenchers are to be carried out.
Assessment criteria
The learner can: 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 extracting operations using trenchers.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out extracting operations using trenchers.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing for and carrying out extracting operations using trenchers.
Assessment criteria
The learner can: 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 extracting operations 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using trenchers 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 trencher 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.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using trenchers.
Assessment criteria
The learner can: 5.1 request and select resources associated with trenchers in relation to: a. consumables b. materials c. attachments d. tools e. ancillary equipment and/or accessories 5.2 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: a. consumables, lubricants and fuels b. attachments and extraction aids c. attachments d. 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 method of work 5.6 describe how to identify: a. weight b. quantity c. length d. area associated with the method/procedures to carry out extracting operations using trenchers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using trenchers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials, face or ground using trenchers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate trenchers to given working instructions:
 - a. extract ground, face or loose materials
 - b. stockpile loose materials
- 8.4 shut down and secure trenchers
- 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 trenchers used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - 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. identify geological, environmental and material changes and report
 - b. check to avoid damage to structures and utilities service apparatus
 - c. recognise and determine when specific skills and knowledge are required and report accordingly
 - d. extract, remove and load materials safely and securely
 - e. form stockpiles
 - f. be on the public highway
 - g. shut down and secure trenchers
 - 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant
 - b. tools
 - c. equipmentused to extract materials.

Unit 349 Preparing and operating trenchers to extract ground and/or loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating trenchers to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 350

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

UAN:	F/506/4641
Level:	2
Credit value:	70
GLH:	233
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of concrete pumps to carry out pumping and discharging operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of truck-mounted boom concrete pumps.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which pumping and discharging operations using concrete pumps are to be carried out.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out pumping and discharging operations using concrete pumps.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out pumping operations using concrete pumps.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out pumping operations using concrete pumps.

Assessment criteria

The learner can:

- 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:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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. areaassociated with the method/procedures to carry out concrete pumping operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and pumping materials using concrete pumps.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and pumping and discharging materials using concrete pumps.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to receive, pump and discharge materials using concrete pumps to the required specification.

Assessment criteria

The learner can:

- 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 hand tools, ancillary equipment 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. equipmentused to pump materials.

Unit 350 Preparing and operating truck-mounted boom concrete pumps to receive, pump and discharge materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating truck-mounted boom concrete pumps to pump and discharge materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 351

Preparing and operating wheeled loading shovels to extract loose materials in the workplace

UAN:	M/506/4621
Level:	2
Credit value:	26
GLH:	87

Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• 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 for carrying out extraction work.
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Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the use of wheeled loading shovels to carry out extracting operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. manufacturers' informationf. current regulations governing the operation of wheeled loading shovels for extraction work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which extracting operations using wheeled loading shovels are to be carried out.

Assessment criteria

The learner can:

- 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 extracting operations using wheeled loading shovels.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out extracting operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out extracting operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 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 extracting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out extracting operations using wheeled loading shovels 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 wheeled loading shovel 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out extracting operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with wheeled loading shovels in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. limitations
 - e. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and extraction aids
 - 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. pressure
 - c. quantity
 - d. length
 - e. areaassociated with the method/procedures to carry out extracting operations using wheeled loading shovels.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and extracting materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to extract materials using wheeled loading shovels to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and extracting loose materials using wheeled loading shovels:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. extracting
 - g. forming
 - h. removing
 - i. loading
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate wheeled loading shovels to given working instructions
 - a. extract loose materials
 - b. load and/or stockpile loose materials
- 8.4 shut down and secure wheeled loading shovels
- 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 wheeled loading shovel used for the extraction operation
 - b. carry out function checks for the extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area to be extracted
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. check to avoid damage to structures and utilities service apparatus
 - b. recognise and determine when specific skills and knowledge are required and report accordingly
 - c. extract, remove and load materials safely and securely
 - d. form stockpiles
 - e. be on the public highway
 - f. shut down and secure the wheeled loading shovel
 - 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 extracting operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessoriesused to extract materials.

Unit 351 Preparing and operating wheeled loading shovels to extract loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and operating wheeled loading shovels to extract materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit can be assessed against one of the following endorsements:

- quarry operations below 3.5m³
- quarry operations below 7.5m³
- quarry operations below 13m³
- quarry operations above 13m³.

Unit 352

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

UAN:	F/506/4669
Level:	2
Credit value:	16
GLH:	53
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment• preparing materials• applying render to external backgrounds.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation of, and arranging and securing plant or machinery for transportation.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. manufacturers' informationf. method statementsg. current regulations governing the arrangement and security of plant or machinery for transportation.

Learning outcome
<p>The learner will:</p> <p>2. Know how to comply with relevant legislation and official guidance when arranging and securing plant or machinery for transportation.</p>
Assessment criteria
<p>The learner can:</p> <p>2.1 describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> 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 <p>2.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>2.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

3. Maintain safe and healthy working practices when preparing for and arranging and securing plant or machinery for transportation.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

4. Select the required quantity and quality of resources to prepare for, and arrange and secure plant or machinery for transportation.

Assessment criteria

The learner can:

- 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. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. lifting accessories and load restraint equipment, steel wire rope, chain, fabric, web hooks, shackles, clamps, netting and sheeting
 - b. 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. areaassociated with the method/procedure to carry out the work.

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when preparing for and arranging and securing plant or machinery for transportation.
Assessment criteria
The learner can: 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures 5.2 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.

Learning outcome
The learner will: 6. Complete the work within the allocated time when preparing to, and arranging and securing plant or machinery for transportation.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

7. Comply with the given contract information to prepare to, and arrange and secure plant or machinery for transportation to the required specification.

Assessment criteria

The learner can:

- 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 machineryonto 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 signalling)
 - 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

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 353

Preparing and operating static concrete placing booms to discharge and place materials in the workplace

UAN:	D/506/4646
Level:	2
Credit value:	25
GLH:	83
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of static concrete placing booms to carry out concrete placing operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. method statementsh. current regulations governing the operation of static concrete placing booms.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which concrete placing operations using placing booms are to be carried out.
Assessment criteria
The learner can: 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 placing operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out concrete placing operations using placing booms.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out concrete placing operations using placing booms.

Assessment criteria

The learner can:

- 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 placing operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out concrete placing operations using static concrete placing 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. 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 placing 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 hazards.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out concrete placing operations using placing booms.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with placing booms in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 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. length
 - d. areaassociated with the method/procedure to carry out concrete placing operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and placing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and placing materials using placing booms.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to prepare, discharge and place materials using placing booms to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for discharging and placing materials using static concrete placing booms:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. receiving
 - g. discharging
 - h. depositing
 - i. placing
 - j. cleaning
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up, check the positioning of and operate static concrete placing booms to receive, discharge and place materials, at various locations, to given working instructions
- 8.4 shut down and secure static concrete placing 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 placing boom used for discharging work
 - b. carry out function checks to receive, discharge and place loads
 - c. identify characteristics, type and volume of loads to discharge and place
 - 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
 - f. recognise and determine when specific skills and knowledge are required and report accordingly
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify the area for pouring
 - b. check to avoid damage to structures and utilities service apparatus
 - c. receive and place loads safely and securely
 - d. be on the public highway
 - e. shut down and secure the placing boom
 - f. 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 concrete placing operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools and ancillary equipment
 - c. used for concrete placing operations.

Unit 353 Preparing and operating static concrete placing booms to discharge and place materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 354

Preparing and operating volumetric trucks to receive and transport materials in the workplace

UAN:	H/506/4647
Level:	2
Credit value:	30
GLH:	100
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of volumetric trucks to carry out receiving and transporting operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. method statementsh. current regulations governing the operation of volumetric trucks.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which receiving and transporting operations using volumetric trucks are to be carried out.
Assessment criteria
The learner can: 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 receiving and transporting operations.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out receiving and transporting operations using volumetric trucks.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out concrete placing operations using volumetric trucks.

Assessment criteria

The learner can:

- 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 receiving and transporting operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out receiving and transporting operations using volumetric trucks 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 volumetric truck 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out receiving and transporting operations using volumetric trucks.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with volumetric trucks in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 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. length
 - d. areaassociated with the method/procedure to carry out receiving and transporting operations.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and receiving and transporting materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time preparing to and receiving and transporting materials using volumetric trucks.
Assessment criteria
The learner can: 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>8. Comply with the given contract information to receiving and transporting materials using volumetric trucks to the required specification.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>8.1 demonstrate the following work skills when preparing for and receiving and transporting materials using volumetric trucks:</p> <ol style="list-style-type: none"> a. checking b. adjusting c. communicating d. manoeuvring e. positioning f. receiving g. depositing h. pumping i. discharging j. cleaning <p>8.2 use and maintain:</p> <ol style="list-style-type: none"> a. hand tools b. ancillary equipment and/or accessories <p>8.3 prepare to, position, set up and operate volumetric trucks to receive and transport materials, to various locations, to given working instructions</p> <p>8.4 shut down and secure static concrete volumetric trucks</p> <p>8.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ol style="list-style-type: none"> a. identify the characteristics of the volumetric trucks used for receiving and transporting work b. carry out function checks to receive and transport loads c. identify characteristics, type and volume of loads to receive and transport 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 f. recognise and determine when specific skills and knowledge are required and report accordingly <p>8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:</p> <ol style="list-style-type: none"> a. identify the area for transportation b. check to avoid damage to structures and utilities service apparatus c. receive, secure and balance loads for transport safely and securely d. transport and deposit loads e. be on the public highway f. shut down and secure the volumetric truck g. use hand tools, ancillary equipment and accessories <p>8.7 describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out receiving and transporting operations</p> <p>8.8 describe how to maintain the:</p> <ol style="list-style-type: none"> a. plant and machinery b. hand tools and ancillary equipment c. used for receiving and transporting operations.

Unit 354 Preparing and operating volumetric trucks to receive and transport materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 355

Preparing and operating binder spreaders to lay and distribute materials in the workplace

UAN:	Y/506/4659
Level:	2
Credit value:	25
GLH:	83
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of binder spreaders to carry out laying and distribution operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. method statementsh. current regulations governing the operation of binder spreaders for laying and distribution work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which laying and distribution operations using binder spreaders are to be carried out.
Assessment criteria
The learner can: 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 laying and distribution operations using binder spreaders.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out laying and distribution operations using binder spreaders.
Assessment criteria
The learner can: 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>4. Maintain safe and healthy working practices when preparing for and carrying out laying and distribution operations using binder spreaders.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>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 laying and distribution operations</p> <p>4.2 demonstrate compliance with given information and relevant legislation when carrying out laying and distribution operations using binder spreaders in relation to two or more of the following:</p> <ul style="list-style-type: none"> a. safe use and storage of plant or machinery b. safe use and storage of tools and equipment c. specific risks to health <p>4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to binder spreader use, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> a. collective protective measures b. Personal Protective Equipment (PPE) c. Respiratory Protective Equipment (RPE) d. Local Exhaust Ventilation (LEV) <p>4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions</p> <p>4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:</p> <ul style="list-style-type: none"> a. fires b. spillages c. injuries d. other task-related hazards.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out laying and distribution operations using binder spreaders.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with binder spreaders in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments, laying and distribution aids
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out laying and distribution operations using binder spreaders.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and laying and distributing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time preparing to and laying and distributing materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lay and distribute materials using binder spreaders to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and laying and distributing materials using binder spreaders:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. laying
 - g. distributing
 - h. compacting
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate binder spreaders to lay and distribute a variety of materials, in a variety of locations, to given working instructions
- 8.4 shut down and secure binder spreaders
- 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 binder spreader used for laying and distribution operations
 - b. carry out function checks for the laying and distribution work
 - c. identify the area for the laying and distribution work
 - 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
 - f. confirm material characteristics
 - g. lay and distribute materials in laying patterns
 - h. identify geological, environmental and material changes and report
 - i. check to avoid damage to structures and utilities service apparatus
- 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. complete laying and distribution work
 - c. be on the public highway
 - d. shut down and secure binder spreader
 - e. 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 laying and distribution operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to lay and distribute materials.

Unit 355 Preparing and operating binder spreaders to lay and distribute materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 356

Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace

UAN:	K/506/4729
Level:	2
Credit value:	25
GLH:	83
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of self-propelled spreaders to carry out laying and distribution operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. method statementsh. current regulations governing the operation of self-propelled spreaders for laying and distribution work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which laying and distribution operations using self-propelled spreaders are to be carried out.

Assessment criteria

The learner can:

- 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 laying and distribution operations using self-propelled spreaders.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out laying and distribution operations using self-propelled spreaders.

Assessment criteria

The learner can:

- 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 belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out laying and distribution operations using self-propelled spreaders.

Assessment criteria

The learner can:

- 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 laying and distribution operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out laying and distribution operations using self-propelled spreaders 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 self-propelled spreader 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out laying and distribution operations using self-propelled spreaders.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with self-propelled spreaders in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments, laying and distribution aids
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out laying and distribution operations using self-propelled spreaders.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and laying and distributing materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time preparing to laying and distributing materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lay and distribute materials using self-propelled spreaders to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and laying and distributing materials using self-propelled spreaders:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. laying
 - g. distributing
 - h. compacting
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate self-propelled spreaders to lay and distribute a variety of materials, in a variety of locations, to given working instructions
- 8.4 shut down and secure self-propelled spreaders
- 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 self-propelled spreader used for laying and distribution operations
 - b. carry out function checks for the laying and distribution work
 - c. identify the area for the laying and distribution work
 - 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
 - f. confirm material characteristics
 - g. lay and distribute materials in laying patterns
 - h. identify geological, environmental and material changes and report
 - i. check to avoid damage to structures and utilities service apparatus
- 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. complete laying and distribution work
 - c. be on the public highway
 - d. shut down and secure self-propelled spreader
 - e. 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 laying and distribution operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipmentused to lay and distribute materials.

Unit 356 Preparing and operating self-propelled spreaders to lay and distribute materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 357

Preparing and operating towed scrapers to lay and distribute materials in the workplace

UAN:	L/506/4660
Level:	2
Credit value:	25
GLH:	83
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of towed scrapers to carry out laying and distribution operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of towed scrapers for laying and distribution work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which laying and distribution operations using towed scrapers are to be carried out.
Assessment criteria
The learner can: 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 laying and distribution operations using towed scrapers.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out laying and distribution operations using towed scrapers.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out laying and distribution operations using towed scrapers.

Assessment criteria

The learner can:

- 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 laying and distribution operations
- 4.2 demonstrate compliance with given information and relevant legislation carrying out distribution operations using towed scrapers 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 when health and safety control equipment, identified by the principles of protection, should be used, relating to towed scraper 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to prepare for and carry out laying and distribution operations using towed scrapers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with towed scrapers in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment and/or accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and distribution aids
 - 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures to carry out laying and distribution operations using towed scrapers.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to, laying and distributing materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to, laying and distributing materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to lay and distribute materials using towed scrapers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for, distributing materials using towed scrapers:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. distributing
 - g. compacting
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate towed scrapers to lay and distribute a variety of materials, in a variety of locations, to given working instructions
- 8.4 shut down and secure towed scrapers
- 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 towed scraper used for laying and distribution operations
 - b. carry out function checks for the laying and distribution work
 - c. identify the area for the laying and distribution work
 - 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
 - f. confirm material characteristics
 - g. distribute materials in laying patterns
 - h. identify geological, environmental and material changes and report
 - i. check to avoid damage to structures and utilities service apparatus
- 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. complete laying and distribution work
 - c. be on the public highway
 - d. shut down and secure the towed scraper
 - e. 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 laying and distribution operations
- 8.8 describe how to maintain the:
 - a. plant
 - b. machinery
 - c. hand tools
 - d. ancillary equipmentused to lay and distribute materials

Unit 357 Preparing and operating towed scrapers to lay and distribute materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 358

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

UAN:	A/506/4668
Level:	2
Credit value:	12
GLH:	40
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials, components and equipment for plant or machinery.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to preparing to, and directing and guiding the movement of vehicles, plant or machinery.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. plant and vehicle movement plansf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. plant and vehicle movement plansg. manufacturers' informationh. codes of practice for the direction and guidance of vehicles, plant and machinery.

Learning outcome
The learner will: 2. Organise with others the sequence and in which directing and guiding the movement of vehicles, plant or machinery is to be carried out.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when directing and guiding the movement of vehicles, plant or machinery.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing to, directing and guiding the movement of vehicles, plant or machinery.

Assessment criteria

The learner can:

- 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 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 hazards.

Learning outcome

The learner will:

5. Select the required quantity and quality of resources to prepare to, and direct and guide the movement of vehicles, plant or machinery.

Assessment criteria

The learner can:

- 5.1 select resources associated with directing and guiding vehicles, plant or machinery in relation to:
 - a. hand tools
 - b. ancillary equipment
 - c. signalling and communication equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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 method of work
- 5.6 describe how to identify:
 - a. weight/bearing pressures
 - b. quantity
 - c. length
 - d. areaassociated with the method/procedures for directing and guiding the movement of vehicles, plant and machinery.

Learning outcome
The learner will: 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.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time preparing to, and directing and guiding the movement of vehicles, plant or machinery.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

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.

Assessment criteria

The learner can:

- 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. signalling 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 eg 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

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 359 Operating plant or machinery for non-operational activities in the workplace

UAN:	L/505/0175
Level:	2
Credit value:	10
GLH:	33
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none"> • interpreting information • adopting safe and healthy working practices • selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none"> 1. Interpret the given information relating to the work and resources when operating plant or machinery for non-operational activities.
Assessment criteria
The learner can: <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. user manuals g. manufacturers' information related to the plant or machinery operation and the activity to be completed 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: <ol style="list-style-type: none"> a. drawings b. specifications c. schedules d. method statements e. risk assessments f. user manuals g. manufacturers' information h. current regulations governing the operation of plant and machinery.

Learning outcome
The learner will: 2. Organise with others the sequence in which the work is to be carried out when operating plant or machinery for non-operational activities.
Assessment criteria
The learner can: 2.1 organise the work in accordance with given information or instructions 2.2 communicate with team members and other associated occupations about the plant or machinery operation and work to be carried out 2.3 describe how to communicate ideas between team members and other associated occupations 2.4 describe how to organise resources in conjunction with the progress of work.

Learning outcome
The learner will: 3. Know how to comply with relevant, current legislation, special legal status documents, official guidance and organisational procedures when operating plant or machinery for non-operational activities.
Assessment criteria
The learner can: 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. in confined spaces e. with tools and equipment f. with materials and substances g. with movement/storage of materials h. by manual handling and mechanical lifting 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when operating plant or machinery for non-operational activities.

Assessment criteria

The learner can:

- 4.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when operating plant or machinery for non-operational activities
- 4.2 comply with information relating to specific risks to health when operating plant or machinery for non-operational activities
- 4.3 explain why when health and safety control equipment, identified by the principles of protection, should be used, relating to operating plant or machinery for non-operational activities 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>5. Request and select the required quantity and quality of resources to operate plant or machinery for non-operational activities.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>5.1 request and select resources associated with own work in relation to:</p> <ul style="list-style-type: none"> a. tools b. ancillary equipment and/or accessories c. consumables <p>5.2 describe the:</p> <ul style="list-style-type: none"> a. characteristics b. quality c. uses d. sustainability e. limitations f. defects <p>associated with the resources, in relation to:</p> <ul style="list-style-type: none"> a. consumables b. hand tools c. ancillary equipment <p>5.3 describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>5.5 describe any potential hazards associated with the resources and method of work</p> <p>5.6 describe how to calculate:</p> <ul style="list-style-type: none"> a. weight b. bearing pressure c. quantity d. length e. area <p>associated with the method/procedure to operate plant or machinery for non-operational activities.</p>

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when operating plant or machinery for non-operational activities.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time preparing to, and directing and guiding the movement of vehicles, plant or machinery for non-operational activities.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to operate plant or machinery for non-operational activities to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when operating plant or machinery for non-operational activities:
 - a. preparing
 - b. setting up
 - c. configuring
 - d. starting
 - e. manoeuvring
 - f. running
 - g. supporting
 - h. parking
 - i. stopping
 - j. securing
- 8.2 prepare, configure and operate plant or machinery for non-operational activities, (eg inspection, repair, maintenance, testing or travel), to given working instructions for two of the following:
 - a. hand-operated power tools
 - b. static machinery
 - c. pedestrian controlled equipment
 - d. tracked plant
 - e. wheeled plant
 - f. rollers
- 8.3 shut down and secure plant or machinery to given working instructions
- 8.4 record and report findings using the appropriate method, in accordance with given working instructions
- 8.5 safely use plant, machinery, hand tools, ancillary equipment and/or accessories
- 8.6 safely store the plant, machinery, tools, equipment and/or accessories used when operating plant or machinery for non-operational activities
- 8.7 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. identify capabilities, characteristic and limitations of plant and machinery (ride on and remote control) including:
 - i. hand-operated power tools
 - ii. static machinery
 - iii. pedestrian controlled equipment
 - iv. wheeled plant and tracked plant
 - v. rollers
 - b. consider the area available for the movements required (height restrictions, obstructions, overhead / underground obstructions, services, ventilation and point loading)
 - c. complete pre-use, pre-start and pre-movement checks
 - d. prepare the plant and machine for operation
 - e. manoeuvre and position plant and machine
- 8.8 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - a. manoeuvre plant and machinery on:
 - i. slopes and inclines
 - ii. uneven terrain

- iii. rough terrain
 - iv. un-compacted ground
 - v. areas with restricted clearances
 - vi. in inclement and extreme weather
 - vii. areas where there is other vehicle and pedestrian traffic
- b. operate plant and machinery within operational limitations
- 8.9 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- a. support plant and machinery for the activity (inspection, repair, maintenance, testing or travel)
 - b. follow signals and instructions
 - c. shut down, park and secure plant and machine
 - d. immobilise plant and machinery
 - e. prepare plant and machinery for transportation
 - f. report findings and defects
 - g. use hand tools, ancillary equipment and accessories
 - h. work at height
 - i. use access equipment
 - j. complete and maintain records
- 8.10 describe the needs of other occupations and how to effectively communicate within a team when operating plant or machinery for non-operational activities
- 8.11 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
- 8.12 describe how to maintain the:
- a. plant and machinery
 - b. hand tools
 - c. ancillary equipment and/or accessories
- used when operating plant or machinery for non-operational activities.

Unit 359 Operating plant or machinery for non-operational activities in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 360

Preparing and operating skid steer loaders to excavate in the workplace

UAN:	L/505/0175
Level:	2
Credit value:	20
GLH:	67
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of skid steer loaders to carry out excavating operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the operation of skid steer loaders for excavation work.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which excavating operations using skid steer loaders are to be carried out.
Assessment criteria
The learner can: 2.1 organise the work in accordance with 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 excavating operations using skid steer loaders.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out excavating operations using skid steer loaders.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out excavating operations using skid steer loaders.

Assessment criteria

The learner can:

- 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 excavating operations
- 4.2 demonstrate compliance with given information and relevant legislation when carrying out excavating operations using skid steer loaders 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 skid steer loader 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.

<p>Learning outcome</p> <p>The learner will:</p> <p>5. Request and select required quantity and quality of resources to prepare for and carry out excavating operations using skid steer loaders.</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>5.1 request and select resources associated with skid steer loaders in relation to:</p> <ul style="list-style-type: none"> a. consumables b. materials c. attachments d. tools e. ancillary equipment <p>5.2 describe the:</p> <ul style="list-style-type: none"> a. characteristics b. quality c. uses d. sustainability e. limitations f. defects <p>associated with the resources, in relation to:</p> <ul style="list-style-type: none"> a. consumables b. attachments and excavation aids c. hand tools d. ancillary equipment e. accessories <p>5.3 describe how the resources should be used correctly and how problems associated with the resources are reported</p> <p>5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources</p> <p>5.5 describe any potential hazards associated with the resources and method of work</p> <p>5.6 describe how to identify:</p> <ul style="list-style-type: none"> a. quantity b. weight c. length d. area <p>associated with the method/procedures to carry out excavating operations using skid steer loaders.</p>

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to excavate materials using skid steer loaders to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and excavating using skid steer loaders:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate skid steer loaders to given working instructions to:
 - a. excavate materials
 - b. load and/or stockpile excavated materials
- 8.4 shut down and secure skid steer loaders
- 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 skid steer loader used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
- 8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - a. recognise and determine when specific skills and knowledge are required and report accordingly
 - b. excavate accurately to line and level
 - c. form stockpiles
 - d. use equipment to gauge and measure
 - e. be on the public highway
 - f. excavate, remove and load materials safely and securely
 - g. shut down and secure skid steer loaders
 - 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 for and carrying out excavating operations
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessories

used to excavate materials.

Unit 360 Preparing and operating skid steer loaders to excavate in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 361

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

UAN:	D/506/4677
Level:	2
Credit value:	13
GLH:	58
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of plant or machinery to sweep, clean or clear.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. work instructionsg. manufacturers' informationh. waste carriers registeri. current regulations governing the operation of plant or machinery.

Learning outcome
The learner will:

2. Organise with others the sequence and operation in which sweeping, cleaning or clearing operations using plant or machinery are to be carried out.
Assessment criteria
The learner can: 2.1 organise the work in accordance with 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when carrying out sweeping, cleaning or clearing operations.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and operating plant or machinery to sweep, clean or clear.

Assessment criteria

The learner can:

- 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 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, 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:
 - a. fires
 - b. spillages
 - c. injuries
 - d. other task-related hazards.

Learning outcome

The learner will:

5. Request and select required quantity and quality of resources to prepare for and carry out sweeping, cleaning or clearing operations using plant or machinery.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with sweeping, cleaning or clearing operations in relation to:
 - a. consumables
 - b. materials
 - c. tools
 - d. ancillary equipment
 - e. accessories
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, in relation 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 method of work
- 5.6 describe how to identify:
 - a. weight
 - b. bearing
 - c. pressure
 - d. quantity
 - e. length
 - f. areaassociated with the method/procedures to operate plant or machinery for sweeping, cleaning or clearing operations.

Learning outcome

The learner will:

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.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and operating plant or machinery to sweep, clean or clear.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to operate plant or machinery to sweep, clean or clear to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills preparing for, and operating plant or machinery to sweep, clean or clear:
 - a. checking
 - b. preparing
 - c. refilling
 - d. replenishing
 - e. setting up
 - f. aligning
 - g. engaging
 - h. adjusting
 - i. manoeuvring
 - j. emptying
 - k. washing out
 - l. clearing
 - m. 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 the authority needed to rectify them, 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 the authority needed to rectify them, 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

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing for, and arranging and securing plant for haulage to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 362

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

UAN:	R/506/3929
Level:	2
Credit value:	10
GLH:	33

Unit aim	This unit aims to provide you with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials, components and equipment• preparing for and slinging and signalling the movement of loads.
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Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation for and the slinging and signalling of loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. method statements (lift plans)f. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. manufacturers' informationf. risk assessmentsg. lift plansh. work instructionsi. manufacturers' informationj. approved proceduresk. codes of practice.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and slinging and signalling loads.

Assessment criteria

The learner can:

- 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 hazards.

Learning outcome
The learner will: 5. Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.
Assessment criteria
The learner can: 5.1 select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment 5.2 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: 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 method 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.

Learning outcome

The learner will:

6. Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. Complete the work within the allocated time when preparing to and slinging and signalling loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

8. Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing to and slinging and signalling loads:
 - a. measuring
 - b. gauging
 - c. estimating
 - d. calculating
 - e. fitting
 - 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. signaling
 - x. relaying
- 8.2 use and maintain lifting accessories, lifting aids and equipment
- 8.3 inspect and prepare lifting accessories prior to slinging
- 8.4 prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, 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 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
- 8.6 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 signaling
 - 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
- 8.7 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

- 8.8 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
- 8.9 describe the needs of other occupations and how to effectively communicate within a team when preparing to and slinging and signalling loads
- 8.10 describe how to maintain the:
- a. lifting accessories
 - b. lifting aids
 - c. signalling and communication equipment used to sling and signal loads.

Unit 362 Slinging and hand signalling the movement of suspended loads in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of slinging and signalling the movement of loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 363

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

UAN:	Y/506/4676
Level:	2
Credit value:	18
GLH:	60
Unit aim	This unit aims to provide you with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting materials, components and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to controlling, directing and guiding the operation of plant or machinery.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from specifications, schedules, risk assessments and manufacturers' information.1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedules,d. method statementse. risk assessmentsf. work instructionsg. manufacturers' informationh. official guidance for controlling, directing and guiding the operations of plant and machinery.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out controlling, directing and guiding operations of plant or machinery.

Assessment criteria

The learner can:

- 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 with movement/storage of materials
 - g. by manual handling and mechanical lifting
- 3.2 describe the organisational security procedures for:
 - a. tools
 - b. equipment
 - c. personal belongingsin 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when controlling, directing and guiding the operation of plant and machinery.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

5. Select the required quantity and quality of resources to direct and guide the operation of plant and machinery.

Assessment criteria

The learner can:

- 5.1 select resources associated with directing and guiding the operation of plant and machinery in relation to:
 - a. hand tools
 - b. ancillary equipment
 - c. signalling and communication equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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
 - d. global positioning systems and laser marking devices
 - e. 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
 - b. quantity
 - c. length
 - d. area
 - e. volumeassociated with the method/procedure for controlling, directing and guiding the operation of plant and machinery.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when controlling, directing and guiding the operation of plant and machinery.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when controlling, directing and guiding the operation of plant and machinery.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification.

Assessment criteria

The learner can:

- 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. signaling
 - s. relaying
- 8.2 use and maintain:
 - a. hand tools
 - b. ancillary equipment
 - c. signalling 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:
- a. hand tools
 - b. ancillary equipment
 - c. 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

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of slinging and signalling the movement of loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 364

Preparing and operating tracked loading shovels to excavate ground and loose materials in the workplace

UAN: F/506/4638

Level: 2

Credit value: 80

GLH: 267

Unit aim

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment.

Learning outcome

The learner will:

1. Interpret the given information relating to the preparation and use of tracked loading shovels to carry out excavating operations.

Assessment criteria

The learner can:

- 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 tracked loading shovels for excavation work.

Learning outcome

The learner will:

2. Organise with others the sequence and operation in which excavating operations using tracked loading shovels are to be carried out.

Assessment criteria

The learner can:

- 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 excavating operations using tracked loading shovels.

Learning outcome

The learner will:

3. Know how to comply with relevant legislation and official guidance when carrying out excavating operations using tracked loading shovels.

Assessment criteria

The learner can:

- 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, with tools and equipment
 - e. with materials and substances
 - f. with movement/storage of materials and by manual handling and mechanical lifting.
- 3.2 describe the organisational security procedures for:
 - a. tools
 - b. equipment
 - c. personal belongingsin 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.

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out excavating operations using tracked loading shovels.

Assessment criteria

The learner can:

- 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 excavating operations
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
- 4.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to tracked loading shovel 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)
- 4.3 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions
- 4.4 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.

Learning outcome

The learner will:

5. Select the required quantity and quality of resources to direct and guide the operation of plant and machinery.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with tracked loading shovels in relation to:
 - a. consumables
 - b. materials
 - c. attachments
 - d. tools
 - e. ancillary equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. consumables, lubricants and fuels
 - b. attachments and excavation aids
 - 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. quantity
 - b. weight
 - c. length
 - d. areaassociated with the method/procedures to carry out excavating operations using tracked loading shovels.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and excavating materials.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and excavating ground using tracked loading shovels:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 use and maintain hand tools and ancillary equipment and/or accessories
- 8.3 prepare, position, set up and operate tracked loading shovels to given working instructions to:
 - a. excavate ground and/or loose materials
 - b. load or stockpile excavated ground and/or loose materials.
- 8.4 shut down and secure tracked loading shovels.
- 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 tracked loading shovel used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
- 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. excavate accurately to line and level
 - c. form stockpiles
 - d. use equipment to gauge and measure
 - e. be on the public highway
 - f. excavate, remove and load materials safely and securely
 - g. shut down and secure tracked loading shovels
 - 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 for and carrying out excavating operations.
- 8.8 describe how to maintain the:
 - a. plant and machinery
 - b. hand tools
 - c. ancillary equipment
 - d. accessories

used to excavate materials.

Unit 364 Preparing and operating tracked loading shovels to excavate ground and loose materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of slinging and signalling the movement of loads to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 365 Preparing and operating plant or machinery from a floating vessel in the workplace

UAN:	L/506/4674
Level:	2
Credit value:	36
GLH:	120
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> • 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.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none"> 1. Interpret the given information relating to preparing and operating plant or machinery from a floating vessel.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none"> 1.1 interpret and extract relevant information from: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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

Learning outcome

<p>The learner will:</p> <p>2. Organise with others the sequence and operation in which plant or machinery operations from a floating vessel are to be carried out.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>2.1 organise the work according to given information or instructions</p> <p>2.2 describe how to communicate ideas between team members</p> <p>2.3 organise and communicate with team members and other associated occupations</p> <p>2.4 describe how to organise resources prior to and during floating vessel operations.</p>

<p>Learning outcome</p>
<p>The learner will:</p> <p>3. Know how to comply with relevant legislation and official guidance when carrying out plant or machinery operations from a floating vessel.</p>
<p>Assessment criteria</p>
<p>The learner can:</p> <p>3.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:</p> <ul style="list-style-type: none"> 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 <p>3.2 describe the organisational security procedures for:</p> <ul style="list-style-type: none"> a. tools b. equipment c. personal belongings <p>in relation to:</p> <ul style="list-style-type: none"> a. site b. workplace c. company d. operative <p>3.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>

Learning outcome

The learner will:

4. Maintain safe and healthy working practices when preparing for and carrying out plant or machinery operations from a floating vessel.

Assessment criteria

The learner can:

- 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:
 - a. fires
 - b. spillages
 - c. injuries
 - d. 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.

Learning outcome

The learner will:

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.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with the work in relation to:
 - a. consumables
 - b. materials
 - c. plant
 - d. machinery
 - e. attachments
 - f. tools
 - g. ancillary equipment
- 5.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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. areaassociated with the method/procedure to carry out work from a floating vessel.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when carrying out plant or machinery operations from a floating vessel.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when preparing to and carrying out work from a barge.
Assessment criteria
The learner can: 7.1 demonstrate completion of the work within the allocated time 7.2 shut down and secure the relevant plant attached to a barge 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 lifting operation.

Learning outcome

The learner will:

8. Comply with the given contract information to carry out plant or machinery operations from a floating vessel to the required specification.

Assessment criteria

The learner can:

- 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 hand tools, ancillary equipment, accessories and 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.

Unit 365 Preparing and operating plant or machinery from a floating vessel in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing and carrying out plant operations from a barge to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for assessment criteria 4.4.

Unit 366

Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

UAN:	F/506/4672
Level:	2
Credit value:	7
GLH:	13
Unit aim:	The aim of this unit is to provide the learner with an awareness of: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and preparing specialised powered tools and/or ancillary equipment• operating specialised powered tools and equipment.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. operating instructionsf. manufacturers' information1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. legislationg. codes of practiceh. manufacturers' informationi. operating instructions.

Learning outcome

The learner will:

2. Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 2.1 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
- 2.2 describe the organisational security procedures for:
 - a. tools
 - b. equipment
 - c. personal belongingsin relation to:
 - a. site
 - b. workplace
 - c. company
 - d. operative
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 3.1 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 using powered units, tools or pedestrian plant, machinery or equipment
- 3.2 demonstrate compliance with given information and relevant legislation when using:
 - a. powered units
 - b. tools or pedestrian plant
 - c. machinery or equipmentin relation to two or more of the following:
 - a. safe use of access equipment
 - b. safe handling of materials
 - c. safe use and storage of materials, 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 powered units, tools or pedestrian plant, machinery or equipment 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)
- 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.

Learning outcome

The learner will:

4. Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 4.1 select resources associated with the type of work in relation to:
 - a. fuel
 - b. power source
 - c. lubricants
 - d. consumables
- 4.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated with the resources, and how they should be used correctly, relating to:
 - a. power source/fuels
 - b. consumables
 - c. lubricants
- 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported
- 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources
- 4.5 describe any potential hazards associated with the resources and methods of work
- 4.6 describe how to identify:
 - a. quantity
 - b. length
 - c. area
 - d. wastageassociated with the method/procedures to operate powered units, tools or pedestrian plant, machinery or equipment.

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.
Assessment criteria
The learner can: 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures 5.2 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.

Learning outcome
The learner will: 6. Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

7. Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment:
 - a. starting
 - b. stopping
 - c. replenishing
 - d. controlling
 - e. cleaning
- 7.2 use and maintain:
 - a. powered units
 - b. tools
 - c. ancillary equipment
- 7.3 operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to:
 - a. continual running
 - b. closing down
 - c. cleaning
- 7.4 return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work
- 7.5 disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment
- 7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. prepare, position and set up for work
 - b. secure accessories and tool attachments
 - c. carry out pre-use checks to manufacturer's and suppliers information/procedures
 - d. complete pre-start and post stop checks
 - e. recognise the characteristics of the plant, machinery and equipment
 - f. identify specific operating and safety requirements for the task and work
 - g. recognise and determine when specific skills and knowledge are required and report accordingly
- 7.7 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. operate, use and control
 - b. monitor and maintain
 - c. replenish consumables
 - d. disassemble and clean
 - e. use access equipment
 - f. transport and/or secure
- 7.8 describe the needs of other occupations and how to effectively communicate within a team when preparing for and using powered units, tools or pedestrian plant, machinery or equipment
- 7.9 describe how to maintain the:
 - a. hand tools

- b. portable power tools
 - c. powered units
 - d. pedestrian plant
 - e. machinery
 - f. ancillary equipment
- used for the work.

Unit 366 Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- generators
- pumps
- remote controlled plant or machinery
- mixers
- compressors
- self-powered tools.

Unit 367

Erecting and dismantling plant - cranes and rigs - in the workplace

UAN:	R/506/4675
Level:	2
Credit value:	36
GLH:	120
Unit aim:	<p>The aim of this unit is to provide you with an awareness of:</p> <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: 1. Interpret the given information relating to erecting and dismantling plant.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 2. Organise with others the sequence and operation in which erecting and dismantling operations are to be carried out.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when erecting and dismantling plant.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when carrying out erecting and dismantling of plant.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

5. Request and select the required quantity and quality of resources to carry out erecting and dismantling of plant.

Assessment criteria

The learner can:

- 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:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defectsassociated 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. areaassociated with the method/procedures to carry out the work.

Learning outcome
The learner will: 6. Minimise the risk of damage to the work and surrounding area when erecting and dismantling plant.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. Complete the work within the allocated time when erecting and dismantling plant.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

8. Comply with the given contract information to erect and dismantle plant to the required specification.

Assessment criteria

The learner can:

- 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 Erecting and dismantling plant cranes and rigs in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of erecting and dismantling plant (cranes and rigs) to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- mobile crane
- crawler crane
- tower crane
- overhead crane
- piling rig
- demolition rig
- drilling rig.

Unit 368

Moving, handling and storing resources in the workplace

UAN:	F/503/1171
Level:	2
Credit value:	5
GLH:	17
Unit aim:	<p>The aim of this unit is to provide the learner with the skills and knowledge required to:</p> <ul style="list-style-type: none">• 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.

Learning outcome
The learner will: 1. Comply with given information when moving, handling and/or storing resources.
Assessment criteria
The learner can: 1.1 interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation 1.2 interpret the given information relating to the use and storage of lifting aids and equipment 1.3 describe the different types of technical, product and regulatory information, their source and how they are interpreted 1.4 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.5 describe how to obtain information relating to using and storing lifting aids and equipment.

Learning outcome

The learner will:

2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.

Assessment criteria

The learner can:

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

Learning outcome
The learner will: 3. Maintain safe working practices when moving, handling and/or storing resources.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.

Assessment criteria

The learner can:

- 4.1 select the relevant resources to be moved, handled and/or stored, associated with own work
- 4.2 describe the:
 - a. characteristics
 - b. quality
 - c. uses
 - d. sustainability
 - e. limitations
 - f. defects
- 4.3 associated with the occupational resources in relation to:
 - a. lifting and handling aids
 - b. container(s)
 - c. fixing, holding and securing systems
- 4.4 describe how the resources should be handled and how any problems associated with the resources are reported
- 4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources
- 4.6 describe any potential hazards associated with the resources and methods of work.

Learning outcome

The learner will:

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.

Assessment criteria

The learner can:

- 5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 dispose of waste and packaging in accordance with legislation
- 5.3 maintain a clean work space when moving, handling or storing resources
- 5.4 describe how to protect work from damage and the purpose of protection in relation to:
 - a. general workplace activities
 - b. other occupations
 - c. adverse weather conditions
- 5.5 explain why the disposal of waste should be carried out safely in accordance with:
 - a. environmental responsibilities
 - b. organisational procedures
 - c. manufacturers' information
 - d. statutory regulations
 - e. official guidance.

Learning outcome

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

Learning outcome
The learner will:
7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.
Assessment criteria
The learner can:
7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none"> a. moving b. positioning c. storing d. securing and/or using lifting aids e. kinetic lifting techniques
7.2 move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"> a. sheet material b. loose material c. bagged or wrapped material d. fragile material e. tools and equipment f. components g. liquids
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources
7.4 describe the needs of other occupations when moving, handling and/or storing resources.

Unit 368 Moving, handling and storing resources in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with the:

- Additional Requirements for Qualifications using the title NVQ in QCF
- ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 369

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

UAN:	T/506/5088
Level:	2
Credit value:	14
GLH:	47
Unit aim:	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting and/or using materials, components and equipment with the plant or machinery operations• setting up, operating and shutting down of plant or machinery.

Learning outcome
<p>The learner will:</p> <ol style="list-style-type: none">1. Interpret the given information relating to the work and resources when preparing, operating and controlling road plant or machinery.
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none">1.1 interpret and extract information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. risk assessmentse. method statementsf. manufacturers' information1.2 comply with information and/or instructions derived from risk/COSHH assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. organisational and manufacturers' informationg. current regulationsh. official guidance governing operations of plant or machinery.

Learning outcome
The learner will: 2. Organise with others the sequence in which the preparing, operating and controlling road plant or machinery are to be carried out.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. Know how to comply with relevant legislation and official guidance when preparing, operating and controlling road plant or machinery.
Assessment criteria
The learner can: 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 or machinery: 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.

Learning outcome
The learner will: 4. Maintain safe and healthy working practices when preparing, operating and controlling road plant or machinery.
Assessment criteria
The learner can: 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 fires, spillages, injuries and other task-related activities.

Learning outcome
The learner will: 5. Request and select the required quantity and quality of resources when preparing, operating and controlling road plant or machinery.
Assessment criteria
The learner can: 5.1 request and select resources associated with own work in relation to tools, ancillary equipment and/or accessories 5.2 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, 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 and/or 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 calculate:
 - a. weight
 - b. quantity
 - c. length
 - d. area
 associated with the method/procedure to prepare, operate and control road plant or machinery.

Learning outcome
The learner will:
6. Minimise the risk of damage to the work and surrounding area when preparing, operating and controlling road plant or machinery.
Assessment criteria
The learner can:
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 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.

Learning outcome
The learner will:
7. Complete the work within the allocated time when preparing, operating and controlling road plant or machinery.
Assessment criteria
The learner can:
7.1 demonstrate completion of the work within the allocated time
7.2 shut down and secure the plant
7.3 state the purpose of the work programme and describe why deadlines should be kept in relation to: <ul style="list-style-type: none"> a. types of progress charts, timetables and estimated times b. organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

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.

Assessment criteria

The learner can:

- 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 – screeman (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, roller, loader, linked tipper, sweeper
 - b. high friction surfacing: as operator of one of the following – tanker, spray bar, chipper, sweeper
 - c. planing 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 stabilization: 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 plant or machinery and tools and equipment used when preparing, operating and controlling road plant or machinery

Unit 306 Preparing and operating boom-type Mobile Elevating Work Platforms –MEWP- in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant Rule of Combination (RoC). Please refer to the RoC applicable to the qualification/occupational area in which the candidate is being assessed.

Unit 370

Setting out secondary dimensional work control in the workplace

UAN:	J/506/4673
Level:	2
Credit value:	7
GLH:	23
Unit aim:	This unit aims to provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpreting information• adopting safe and healthy working practices• selecting setting out equipment and ancillary resources• preparing and setting out secondary dimensional control of the work.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Interpret the given information relating to setting out dimensional control of the work.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 interpret and extract relevant information from:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. reference points1.2 comply with information and/or instructions derived from risk assessments and method statements1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented1.4 describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. reference pointsh. regulations governing buildings and construction work.

Learning outcome

The learner will:

2. Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.

Assessment criteria

The learner can:

- 2.1 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
- 2.2 describe the organisational security procedures for:
 - a. tools
 - b. equipment
 - c. personal belongingsin relation to:
 - a. site
 - b. workplace
 - c. company
 - d. operative
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. Maintain safe and healthy working practices when setting out dimensional control of the work.

Assessment criteria

The learner can:

- 3.1 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 setting out dimensional control of the work
- 3.2 demonstrate compliance with given information and relevant legislation when setting out dimensional control of the work in relation to two or more of the following:
 - a. safe use of access equipment/working platforms
 - b. safe handling of materials
 - c. safe use and storage of materials, 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 setting out dimensional control of the work, 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.

Learning outcome
The learner will: 4. Select the required quantity and quality of resources to set out dimensional control of the work.
Assessment criteria
The learner can: 4.1 select resources associated with the work in relation to: a. measuring tools and instruments b. marking materials/components c. tools and 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: a. measuring tools and instruments b. marking equipment c. level and alignment tools 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources 4.5 describe any potential hazards associated with the resources and method of work 4.6 describe how to identify quantity of resources associated with the method/procedure to set out for secondary dimensional work control.

Learning outcome
The learner will: 5. Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.
Assessment criteria
The learner can: 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures 5.2 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.

Learning outcome
The learner will: 6. Complete the work within the allocated time when setting out dimensional control of the work.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

7. Comply with the given contract information to set out dimensional control of the work to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when setting out dimensional control of the work:
 - a. transferring
 - b. transposing
 - c. levelling
 - d. measuring
 - e. marking
 - f. positioning
 - g. fixing
 - h. securing
- 7.2 use and maintain:
 - a. hand tools
 - b. measuring and marking equipment
- 7.3 setting out secondary dimensional control for the work to given working instructions for three or more of the following:
 - a. line
 - b. level
 - c. depth
 - d. area
 - e. height
 - f. angle
- 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a. measure and set out secondary dimensional control for the work
 - b. measure, align and level to dimensional control requirements
 - c. transfer and set out line, angles and levels to dimensional control requirements
 - d. recognise and determine when specific skills and knowledge are required and report accordingly
 - e. use hand tools and measuring and marking equipment
 - f. work at height
 - g. use access equipment
- 7.5 describe how to calculate:
 - a. height
 - b. depth
 - c. angle
 - d. length
 - e. areaassociated with the method/procedures to set out secondary dimensional work control
- 7.6 describe the needs of other occupations and how to effectively communicate within a team when setting out dimensional control of the work
- 7.7 describe how to maintain the:
 - a. hand tools
 - b. measuring
 - c. marking and ancillary
 - d. equipmentused to set out dimensional control of the work.

Unit 370 Setting out secondary dimensional work control in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) Title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of setting out secondary dimensional work control to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

Unit 371

Preparing and operating suction and vacuum excavators to extract in the workplace

Level:	2
GLH:	167
Unit aim:	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none">• interpret information• organise others and sequence of works• comply with legislation and official guidance• maintain safe and healthy working practices• request and select required quantities and quality of resources.• minimise risk of damage• complete works in the allocated time when preparing to carry out suction and vacuum excavation operations to extract.

Learning outcome 1
<p>The learner will:</p> <p>Interpret the given information relating to the preparation and operation of suction and vacuum excavators to extract</p>
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none">1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.1.2 Comply with information and/or instructions derived from risk assessments and method statements.1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.1.4 Describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawings,b. specifications,c. schedules,d. method statements,e. risk assessments,f. manufacturers' information,g. current regulations governing the operation of suction and vacuum excavators to extract.

Learning outcome 2

The learner will:

Organise with others the sequence and operation in which suction and vacuum excavator operations to extract are to be carried out

Assessment criteria

The learner can:

- 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 operations using suction and vacuum excavators to extract.

Learning outcome 3**The learner will:**

Know how to comply with relevant legislation and official guidance when carrying out suction and vacuum excavator operations to extract.

Assessment criteria

The learner can:

- 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, 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 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.

Learning outcome 4**The learner will:**

Maintain safe and healthy working practices when preparing for and carrying out suction and vacuum excavator operations to extract.

Assessment criteria

The learner can:

- 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 suction and vacuum excavation operations to extract.
- 4.2 Demonstrate compliance with given information and relevant legislation when carrying out suction and vacuum excavation operations to extract 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 suction and vacuum excavators to extract 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. local exhaust ventilation (LEV)
 - c. personal protective equipment (PPE)
 - d. respiratory protective equipment (RPE).
- 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.

Learning outcome 5**The learner will:**

Request and select the required quantity and quality of resources to prepare for and carry out suction and vacuum excavation operations to extract.

Assessment criteria

The learner can:

- 5.1 Request and select resources associated with suction and vacuum excavation to extract in relation to consumables, materials, attachments, tools, ancillary equipment 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, lubricants and fuels
 - b. attachments and plant or machinery aids
 - 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 weight, bearing, pressure, quantity, length and area associated with the method/procedures to carry out suction and vacuum excavation operations to extract.

Learning outcome 6

The learner will:

Minimise the risk of damage to the work and surrounding area when preparing to and carrying out suction and vacuum excavation operations to extract.

Assessment criteria

The learner can:

- 6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
- 6.2 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.

Learning outcome 7

The learner will:

Complete the work within the allocated time when preparing to and carrying out suction and vacuum excavation operations to extract.

Assessment criteria

The learner can:

- 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.

Learning outcome 8**The learner will:**

Comply with the given contract information to carry out suction and vacuum excavations operations to extract to the required specification.

Assessment criteria

The learner can:

- 8.1 Demonstrate the following work skills when preparing for and excavating materials using suction and vacuum excavation to extract:
 - a. checking, adjusting, communicating, manoeuvring, positioning, measuring, extracting and removing.
- 8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
- 8.3 Prepare, set up, position and operate suction and vacuum excavators to given working instructions
 - a. extract different types of materials.
- 8.4 Shut down and secure.
- 8.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify them, to:
 - a. identify the characteristics of the suction and vacuum excavator used for the suction and vacuum extraction operation
 - b. carry out function checks for the suction and vacuum extraction operation
 - c. prepare, set up and adjust for operational requirements
 - d. identify the area of work
 - e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. extract materials safely and securely
 - j. be on the public highway
 - k. use hand tools, ancillary equipment and accessories.
- 8.6 Describe the needs of other occupations and how to communicate effectively within a team when preparing to and carrying out extracting operations
- 8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to carry out extracting operations.

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. This unit is consistent with the unit 388M v2.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Workplace evidence of skills cannot be simulated.

Unit 372

Preparing and operating suction and vacuum excavators to excavate in the workplace

Level:	2
GLH:	167
Unit aim:	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none">• interpret information• organise others and sequence of works• comply with legislation and official guidance• maintain safe and healthy working practices• request and select required quantities and quality of resources.• minimise risk of damage• complete works in the allocated time when preparing to carry out suction and vacuum excavation operations to excavate.

Learning outcome 1
<p>The learner will:</p> <p>Interpret the given information relating to the preparation and use of suction and vacuum excavators to carry out excavating operations.</p>
Assessment criteria
<p>The learner can:</p> <ol style="list-style-type: none">1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.1.2 Comply with information and/or instructions derived from risk assessments and method statements.1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.1.4 Describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">1.1 drawings1.2 specifications1.3 schedules1.4 method statements1.5 risk assessment1.6 manufacturers' information1.7 current regulations governing the operation of suction and vacuum excavators for excavation work.

Learning outcome 2

The learner will:

Organise with others the sequence and operation in which excavating operations using suction and vacuum excavators are to be carried out.

Assessment criteria

The learner can:

- 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 excavating operations using suction and vacuum excavators

Learning outcome 3

The learner will:

Know how to comply with relevant legislation and official guidance when carrying out excavating operations using suction and vacuum excavators.

Assessment criteria

The learner can:

- 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, 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 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.

Learning outcome 4

The learner will:

Maintain safe and healthy working practices when preparing for and carrying out excavating operations using suction and vacuum excavators.

Assessment criteria

The learner can:

- 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 excavating operations.
- 4.2 Demonstrate compliance with given information and relevant legislation when carrying out excavating operations using suction and vacuum excavators 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 suction and vacuum excavators 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.

Learning outcome 5

The learner will:

Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using suction and vacuum excavators.

Assessment criteria

The learner can:

- 5.1 Request and select resources associated with suction and vacuum excavators in relation to consumables, materials, 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. consumables, lubricants and fuels
 - b. attachments and excavation aids
 - 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 quantity, weight, length and area associated with the method/procedures to carry out excavating operations using suction and vacuum excavators.

Learning outcome 6

The learner will:

Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials.

Assessment criteria

The learner can:

- 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.

Learning outcome 7

The learner will:

Complete the work within the allocated time when preparing to and excavating materials.

Assessment criteria

The learner can:

- 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.

Learning outcome 8

The learner will:

Comply with the given contract information to excavate materials using suction and vacuum excavators to the required specification.

Assessment criteria

The learner can:

- 8.1 Demonstrate the following work skills when preparing for and excavating using suction and vacuum excavators:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. operating
 - e. manoeuvring
 - f. positioning
 - g. excavating
 - h. measuring
 - i. removing
- 8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
- 8.3 Prepare, position, set up and operate suction and vacuum excavators to given working instructions to:
 - a. excavate materials
 - b. load and/or stockpile excavated materials.
- 8.4 Shut down and secure suction and vacuum excavators.
- 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 suction and vacuum excavators used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. excavate accurately to line and level
 - j. form stockpiles
 - k. use equipment to gauge and measure
 - l. be on the public highway
 - m. excavate, remove and load materials safely and securely
 - n. shut down and secure suction and vacuum excavators
 - o. use hand tools, ancillary equipment and accessories.
- 8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and carrying out excavating operations.

8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to excavate materials.

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. This reflects the unit 389H v1.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 373

Preparing and operating formwork rigs to construct and form in the workplace

Level:	2
GLH:	173
Unit aim:	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none">• interpret information• organise others and sequence of works• comply with legislation and official guidance• maintain safe and healthy working practices• request and select required quantities and quality of resources.• minimise risk of damage• complete works in the allocated time when preparing and operating formwork rigs.

Learning outcome 1
The learner will: Interpret the given information relating to the preparation and use of formwork rigs to carry out constructing and forming operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.1.2 Comply with information and/or instructions derived from risk assessments and method statements.1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.1.4 Describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawingsb. specificationsc. schedulesd. method statementse. risk assessmentsf. manufacturers' informationg. current regulations governing the preparation and operation of formwork rigs for construction and formation work.

Learning outcome 2

The learner will:

Organise with others the sequence and operation in which constructing and forming operations using formwork rigs are to be carried out.

Assessment criteria

The learner can:

- 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 formwork rig operations.

Learning outcome 3

The learner will:

Know how to comply with relevant legislation and official guidance when preparing and operating formwork rigs to carry out constructing and forming operations.

Assessment criteria

The learner can:

- 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, 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, 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.

Learning outcome 4

The learner will:

Maintain safe and healthy working practices when preparing for and carrying out excavating operations using suction and vacuum excavators.

Assessment criteria

The learner can:

- 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 formwork rig operations.
- 4.2 Demonstrate compliance with given information and relevant legislation when preparing and operating formwork rigs to carry out constructing and forming operations 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 prevention, should be used, relating to preparing and operating formwork rigs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
 - a. collective protective measures
 - b. local exhaust ventilation (LEV)
 - c. personal protective equipment (PPE)
 - d. respiratory protective equipment (RPE)
- 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.

Learning outcome 5

The learner will:

Request and select the required quantity and quality of resources to prepare and operate formwork rigs to carry out constructing and forming operations

Assessment criteria

The learner can:

- 5.1 Request and select resources associated with formwork rigs 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, lubricants and fuels
 - b. attachments and aids for construction or formation work
 - 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 weight, quantity, length and area associated with the method/procedures to prepare and operate the formwork rig to construct and form.

Learning outcome 6

The learner will:

Minimise the risk of damage to the work and surrounding area when preparing and operating formwork rigs to construct and form

Assessment criteria

The learner can:

- 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.

Learning outcome 7

The learner will:

Complete the work within the allocated time when preparing and operating formwork rigs to carry out constructing and forming operations.

Assessment criteria

The learner can:

- 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.

Learning outcome 8

The learner will:

Comply with the given contract information to prepare and operate formwork rigs to construct and form to the required specification.

Assessment criteria

The learner can:

- 8.1 Demonstrate the following work skills when preparing and operating formwork rigs to construct and form:
 - a. checking
 - b. adjusting
 - c. communicating
 - d. manoeuvring
 - e. positioning
 - f. constructing
 - g. forming
- 8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
- 8.3 Prepare, set-up, position and operate formwork rigs (slipform, climbing, jumping) to construct and form to given working instructions.
- 8.4 Shut down and secure formwork rigs.
- 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 formwork rigs used for construction and formation operations
 - b. carry out function checks for the construction and formation operation
 - c. identify the area of the construction and formation work
 - d. identify geological, environmental and material changes and report
 - e. prepare, set-up and adjust for operational requirements
 - f. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - g. check to avoid damage to structures and utilities service apparatus
 - h. construct and form using formwork rigs safely and securely
 - i. recognise and determine when specific skills and knowledge are required and report accordingly
 - j. complete construction and formation work
 - k. travel on the public highway
 - l. shut down and secure the formwork rig
 - m. use hand tools, ancillary equipment and accessories.
- 8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing and operating formwork rigs to carry out constructing and forming operations.

8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and/or accessories used to carry out formwork rig operations.

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Please refer to the glossary of terms attached to the NVQ Structure.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed below;

- One of the following endorsements required;
- Formwork rig slipform vertical
- Formwork rig slipform horizontal
- Formwork rig climbing/jumping

Unit 375

Preparing and operating ergonomic manipulating machines to lift and transfer loads

Level:	2
GLH:	40
Unit aim:	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none">• interpret information• organise others and sequence of works• comply with legislation and official guidance• maintain safe and healthy working practices• request and select required quantities and quality of resources.• minimise risk of damage• complete works in the allocated time• comply with contractual obligations <p>when preparing and operating ergonomic manipulating machines to lift and transfer loads.</p>

Learning outcome 1
The learner will: Interpret the given information relating to the preparation and use of ergonomic manipulating machines to lift, transfer and place loads.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, lift plans, risk assessments and manufacturers' information.1.2 Comply with information and/or instructions derived from risk assessments and method statements.1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.1.4 Describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of ergonomic manipulating machines to lift and transfer loads.

Learning outcome 2

The learner will:

Organise with others the sequence and operation in which lifting operations using ergonomic manipulating machines are to be carried out.

Assessment criteria

The learner can:

- 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 ergonomic manipulating machines.

Learning outcome 3

The learner will:

Know how to comply with relevant legislation and official guidance when lifting and transferring loads using ergonomic manipulating machines.

Assessment criteria

The learner can:

- 3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - a. in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
- 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.

Learning outcome 4

The learner will:

Maintain safe and healthy working practices when preparing for and carrying out lifting operations using ergonomic manipulating machines.

Assessment criteria

The learner can:

- 4.1 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 during lifting operations.
- 4.2 Demonstrate compliance with given information and relevant legislation when carrying out lifting operations using ergonomic manipulating machines 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 ergonomic manipulating machine 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.

Learning outcome 5

The learner will:

Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using ergonomic manipulating machines.

Assessment criteria

The learner can:

- 5.1 Request and select resources associated with ergonomic manipulating machines in relation to consumables, materials, tools, ancillary equipment 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, lubricants and fuels
 - b. attachments and lifting accessories
 - 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 weight, quantity, length and area associated with the method/procedures to carry out lifting operations with ergonomic manipulating machines.

Learning outcome 6

The learner will:

Minimise the risk of damage to the work and surrounding area when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome 7

The learner will:

Complete the work within the allocated time when preparing to and lifting and transferring loads.

Assessment criteria

The learner can:

- 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.

Learning outcome 8

The learner will:

Comply with the given contract information to lift, transfer and place loads using ergonomic manipulating machines to the required specification.

Assessment criteria

The learner can:

- 8.1 Demonstrate the following work skills when preparing for, lifting, transferring and placing loads using ergonomic manipulating machines:
 - a. checking, adjusting, communicating, operating, manoeuvring, positioning, lifting, transferring and setting down.
- 8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
- 8.3 Prepare, set up and operate ergonomic manipulating machines to lift, transfer and place a variety of loads to given working instructions.
- 8.4 Shut down and secure ergonomic manipulating machines.
- 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 ergonomic manipulating machine 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
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. secure and balance loads for lifting
 - j. lift, remove and transfer loads

- k. position, place and set down loads
 - l. confirm load stability, security and release
 - m. attach and remove guide ropes and aids
 - n. be on the public highway
 - o. shut down and secure the ergonomic manipulating machine
 - p. use hand tools and ancillary equipment
 - q. use, handle and store lifting accessories.
- 8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and lifting and transferring loads.
- 8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to lift and transfer loads.

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 376

Preparing and operating wheeled loading shovels to excavate in the workplace

Level:	2
GLH:	87
Unit aim:	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none">• interpret information• organise others and sequence of works• comply with legislation and official guidance• maintain safe and healthy working practices• request and select required quantities and quality of resources.• minimise risk of damage• complete works in the allocated time• comply with contractual obligations when preparing and operating wheeled loading shovels to excavate.

Learning outcome 1
The learner will: Interpret the given information relating to the preparation and use of wheeled loading shovels to carry out excavating operations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments and manufacturers' information.1.2 Comply with information and/or instructions derived from risk assessments and method statements.1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.1.4 Describe different types of information, their source and how they are interpreted in relation to:<ol style="list-style-type: none">a. drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, and current regulations governing the operation of wheeled loading shovels for excavation work.

Learning outcome 2

The learner will:

Organise with others the sequence and operation in which excavating operations using wheeled loading shovels are to be carried out.

Assessment criteria

The learner can:

- 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 excavating operations using wheeled loading shovels.

Learning outcome 3

The learner will:

Know how to comply with relevant legislation and official guidance when carrying out excavating operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - a. in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
- 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.

Learning outcome 4

The learner will:

Maintain safe and healthy working practices when preparing for and carrying out excavating operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 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 excavating operations.
- 4.2 Demonstrate compliance with given information and relevant legislation when carrying out excavating operations using wheeled loading shovels 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 wheeled loading shovel 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.

Learning outcome 5

The learner will:

Request and select the required quantity and quality of resources to prepare for and carry out excavating operations using wheeled loading shovels.

Assessment criteria

The learner can:

- 5.1 Request and select resources associated with wheeled loading shovels in relation to consumables, materials, 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. consumables, lubricants and fuels
 - b. attachments and excavation aids
 - 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 quantity, weight, length and area associated with the method/procedures to carry out excavating operations using wheeled loading shovels.

Learning outcome 6

The learner will:

Minimise the risk of damage to the work and surrounding area when preparing to and excavating materials

Assessment criteria

The learner can:

- 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.

Learning outcome 7

The learner will:

Complete the work within the allocated time when preparing to and excavating materials.

Assessment criteria

The learner can:

- 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.

Learning outcome 8

The learner will:

Comply with the given contract information to excavate materials using wheeled loading shovels to the required specification.

Assessment criteria

The learner can:

- 8.1 Demonstrate the following work skills when preparing for and excavating using wheeled loading shovels:
 - a. checking, adjusting, communicating, operating, manoeuvring, positioning, excavating, measuring and removing.
- 8.2 Use and maintain hand tools, ancillary equipment and/or accessories.
- 8.3 Prepare, position, set up and operate wheeled loading shovels to given working instructions to:
 - a. excavate materials
 - b. load and/or stockpile excavated materials.
- 8.4 Shut down and secure wheeled loading shovels.
- 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 wheeled loading shovel used for excavating operations
 - b. carry out function checks for excavation work
 - c. identify the area to be excavated
 - 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
 - f. identify geological, environmental and material changes and report
 - g. check to avoid damage to structures and utilities service apparatus
 - h. recognise and determine when specific skills and knowledge are required and report accordingly
 - i. excavate accurately to line and level
 - j. form stockpiles
 - k. use equipment to gauge and measure
 - l. be on the public highway

- m. excavate, remove and load materials safely and securely
 - n. shut down and secure wheeled loading shovels
 - o. use hand tools, ancillary equipment and accessories.
- 8.6 Describe the needs of other occupations and how to effectively communicate within a team when preparing for and carrying out excavating operations.
- 8.7 Describe how to maintain the plant and machinery, hand tools, ancillary equipment and accessories used to excavate materials.

Supporting information

Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.



Sources of general information

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

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

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

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

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

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

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

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

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

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

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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