

# Level 3 NVQ Diploma in Trowel Occupations (Construction) (6570-05)

May 2020 (Version 1.0)

Candidate Logbook

## Qualification at a glance

<b>Subject area</b>	Trowel Occupations (Construction)
<b>City &amp; Guilds number</b>	6570
<b>Age group approved</b>	16-18, 19+
<b>Assessment types</b>	Portfolio of evidence
<b>Support materials</b>	Centre Handbook and Candidate Logbook
<b>Registration and certification</b>	Consult the Walled Garden/Online Catalogue for last dates

<b>Title and level</b>	<b>City &amp; Guilds qualification number</b>	<b>Ofqual accreditation number</b>
Level 3 NVQ Diploma in Trowel Occupations (Construction)	6570-05	

Version and date	Change detail	Section
V1.May 2020 from 6570-03 to 6570-05	<ul style="list-style-type: none"> <li>• CITB incremental changes,</li> <li>• TQT and GLH updated throughout</li> <li>• Unit 834 (R/504/6774) replaced by Unit 828</li> <li>• Removed Unit 299 (K/503/9538)</li> <li>• Removed Unit 335 (F/503/9545)</li> <li>• Removed Unit 672 (D/600/7695)</li> <li>• Removed Unit 674 (R/600/7693)</li> <li>• Updated Unit 101 to Unit 102</li> <li>• Updated optional Unit 232 (T/503/9476) to mandatory Unit 234</li> <li>• Updated Unit 233 (A/503/9463) to Unit 235</li> <li>• Updated Unit 301 (R/503/2924) to Unit 303</li> <li>• Updated Unit 302 (A/503/2772) to Unit 300</li> <li>• Updated Unit 312 (Y/503/9549) to Unit 313</li> <li>• Updated Unit 501 (M/503/2915) to Unit 502</li> <li>• Updated Unit 700 (Y/503/9471) to Unit 701</li> <li>• Updated Unit 835 (Y/504/6775) to Unit 837</li> <li>• Address updated</li> </ul>	<p>Skill scan/initial assessment – mandatory units</p> <p>Tracking document</p> <p>Units</p>

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# 1 About your Candidate Logbook/Work-Based Evidence Record

## Contact details

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Candidate name

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Candidate address

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Centre name

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Centre number

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Programme start date

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City & Guilds registration number

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Date of registration with City & Guilds

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

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

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

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**Your Assessor(s)**

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**Internal Quality  
Assurer (IQA)**

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**External Quality  
Assurer (EQA)**

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## **Introduction to the logbook**

This logbook will help you complete the units in **Level 3 NVQ Diploma in Trowel Occupations (Construction) (6570-05)**. It contains forms you can use to record your evidence of what you have done.

This Logbook contains the **8 mandatory units** only. The optional can be found in a zip file on the City & Guilds Website. You should discuss and agree with your assessor /tutor which units you are going to work towards.

## **About City & Guilds**

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

Information about City & Guilds and our qualifications is available on our website [www.cityandguilds.com](http://www.cityandguilds.com).

## 2 About your approved centre

### Types of approved centres

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

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

### Centre responsibilities

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

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

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

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

### Assessment roles

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

#### The Assessor

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

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

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

#### The Internal Quality Assurer (IQA)

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



### **The Work-Based Recorder/Expert Witness**

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

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

## 3 About candidates

### Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

### Learner registration number

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

### Moving to a new centre

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

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

## 4 Qualification assessment

### Before you start your qualification

#### Initial assessment

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

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

#### Skill scan

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

## The assessment process

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

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

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

Evidence can include:

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

### Assessment requirements

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

### Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question and Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

**The assessor/tutor**

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

**The Internal Quality Assurer (IQA)**

The IQA maintains the quality of assessment within the centre.

**The External Quality Assurer (EQA)**

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

## 5 Using your logbook

### Recording forms

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

#### **Candidate job profile**

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

#### **Skill scan/initial assessment**

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

#### **Tracking document**

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

#### **On-site assessment plan/feedback**

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

#### **On-site observation report**

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

#### **Professional discussion supplementary evidence sheet**

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

#### **Oral questioning supplementary evidence sheet**

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

#### **Photographic supplementary evidence**

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

#### **Work-based recorder/expert witness details**

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

#### **Assessor's/work-based recorder's continuation sheet**

Additional space for your assessor/work-based recorder to make notes with regard to the on-site assessment plan/feedback/observation)

### **Signature sheet**

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

### **Units**

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number. The units contained in each pathway are listed below.

A copy of each form is included in Section 6, please photocopy these forms as many times as required to complete your evidence log.

To achieve the **Level 3 NVQ Diploma in Trowel Occupations 6570-05**, learners must complete all the mandatory units and a minimum of 1 optional unit.

Unit accreditation number	City & Guilds unit no.	Unit title	TQT	Level
<b>Mandatory</b>				
T/618/1367	102	Conforming to general health, safety and welfare in the workplace	20	1
H/618/1378	234	Erecting masonry cladding in the workplace	240	2
R/618/1375	235	Erecting masonry structures in the workplace	310	2
F/618/1386	303	Confirming the occupational method of work in the workplace	110	3
R/618/1389	300	Confirming work activities and resources for an occupational work area in the workplace	100	3
R/618/1392	313	Erect masonry to form architectural and decorative structures in the workplace	350	3
Y/618/1393	502	Developing and maintaining good occupational working relationships in the workplace	80	3
Y/618/1376	701	Setting out to form masonry structures in the workplace	230	2
<b>Optional</b>				
D/618/1380	238	Erecting thin joint masonry structures in the workplace	240	2
K/618/1382	690	Repairing and maintaining masonry structures in the workplace	250	3
T/618/1384	828	Installing and forming specialist masonry elements in the workplace	210	3
A/618/1385	837	Installing drainage in the workplace	190	2



## 6 Recording forms

This section contains all the forms that you need to complete your evidence log, please photocopy these forms as many times as required.

## Candidate job profile

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

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**Name:**

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**Place of work:**

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**Assessor:**

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**Outline of job  
role:**

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**Previous roles and  
responsibilities  
relevant to the  
qualification:**

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### Previous relevant qualification(s)/training

Qualification/training	Where achieved	Date	Grade

## Skill scan/initial assessment – mandatory units

Level 3 NVQ Diploma in Trowel Occupations (Construction) (6570-03)

Candidate name:

### Mandatory units – all pathways

Unit	Duties	Examples	Training Required
102	<b>Conforming to general health, safety and welfare in the workplace</b>		
	Comply with all workplace health, safety and welfare legislation		
	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures		
	Comply with organisational policies and procedures to contribute to health, safety and welfare		
	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area		
	Comply with and support all organisational security arrangements and approved procedures		
234	<b>Erecting masonry cladding in the workplace</b>		
	Interpret the given information relating to the work and resources when erecting masonry cladding.		
	Know how to comply with relevant legislation and official guidance when erecting masonry cladding.		
	Maintain safe and healthy working practices when erecting masonry cladding.		

Unit	Duties	Examples	Training Required
	Select the required quantity and quality of resources for the methods of work to erect masonry cladding.		
	Minimise the risk of damage to the work and surrounding area when erecting masonry cladding.		
	Complete the work within the allocated time when erecting masonry cladding.		
	Comply with the given contract information to erect masonry cladding to the required specification.		
<b>235</b>	<b>Erecting masonry structures in the workplace</b>		
	Interpret the given information relating to the work and resources when erecting masonry structures.		
	Know how to comply with relevant legislation and official guidance when erecting masonry structures.		
	Maintain safe and healthy working practices when erecting masonry structures.		
	Select the required quantity and quality of resources for the methods of work to erect masonry structures.		
	Minimise the risk of damage to the work and surrounding area when erecting masonry structures.		
	Complete the work within the allocated time when erecting masonry structures.		
	Comply with the given contract information to erect masonry structures to the required specification.		
<b>303</b>	<b>Confirming the occupational method of work in the workplace</b>		
	Assess available project data accurately to determine the occupational method of work.		

Unit	Duties	Examples	Training Required
	Obtain additional information from alternative sources in cases where the available project data is insufficient.		
	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.		
	Confirm and communicate the selected work method to relevant personnel.		
300	<b>Confirming work activities and resources for an occupational work area in the workplace</b>		
	Identify work activities, assess required resources and plan the sequence of work.		
	Obtain clarification and advice where the resources required are not available.		
	Evaluate the work activities and the requirements of any significant external factors against the project requirements.		
	Identify work activities which influence each other and make the best use of the resources available.		
	Identify changed circumstances that require alterations to the work programme and justify them to decision makers.		
313	<b>Erecting masonry to form architectural and decorative structures in the workplace</b>		
	Interpret the given information relating to the work and resources when erecting masonry to form architectural and decorative structures.		
	Know how to comply with relevant legislation and official guidance when erecting complex masonry structures.		

Unit	Duties	Examples	Training Required
	Maintain safe and healthy working practices when erecting masonry to form architectural and decorative structures.		
	Select the required quantity and quality of resources for the methods of work to erect masonry to form architectural and decorative structures.		
	Minimise the risk of damage to the work and surrounding area when erecting masonry to form architectural and decorative structures.		
	Complete the work within the allocated time when erecting masonry to form architectural and decorative structures.		
	Comply with the given contract information to erect masonry to form architectural and decorative structures to the required specification.		
<b>502</b>	<b>Developing and maintaining good occupational working relationships in the workplace</b>		
	Develop, maintain and encourage working relationships to promote good will and trust.		
	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.		
	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.		
	Clarify proposals with relevant people and discuss alternative suggestions.		
	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.		
<b>701</b>	<b>Setting out to form masonry structures in the workplace</b>		

Unit	Duties	Examples	Training Required
	Interpret the given information relating to the work and resources when setting out masonry structures.		
	Know how to comply with relevant legislation and official guidance when setting out to form masonry structures.		
	Maintain safe and healthy working practices when setting out to form masonry structures.		
	Select the required quantity and quality of resources for the methods of work to set out to form masonry structures.		
	Minimise the risk of damage to the work and surrounding area when setting out to form masonry structures.		
	Complete the work within the allocated time when setting out to form masonry structures.		
	Comply with the given contract information to set out to form masonry structures to the required specification.		

## Tracking document

To achieve the **Level 3 NVQ Diploma in Trowel Occupations (Construction) (6570-03)**, you must complete all the mandatory units and at least one of the optional units.

City & Guilds unit no.	Unit title	Unit level	Achieved Yes/No	Date
<b>Mandatory</b>				
102	Conforming to general health, safety and welfare in the workplace	1		
234	Erecting masonry cladding in the workplace	2		
235	Erecting masonry structures in the workplace	2		
303	Confirming the occupational method of work in the workplace	3		
300	Confirming work activities and resources for an occupational work area in the workplace	3		
313	Erecting masonry to form architectural and decorative structures in the workplace	3		
335	Setting out complex masonry structures in the workplace	3		
502	Developing and maintaining good occupational working relationships in the workplace	3		
701	Setting out to form masonry structures in the workplace	2		
<b>Optional</b>				
238	Erecting thin joint masonry structures in the workplace	2		
690	Repairing and maintaining masonry structures in the workplace	3		
828	Installing and forming specialist masonry elements in the workplace	3		



### On-site assessment plan/feedback

Portfolio evidence reference:		
Candidate name:		Date:
Candidate prepared for assessment Yes/No	Candidate requires support Yes/No	
Candidate briefed on appeals procedure Yes/No	Support required Yes/No	
Assessment location/address and postcode:		
Type of work to be carried out:		
Assessor feedback (use continuation sheet if required):		
Forward planning:		
Candidate signature:		Date:
Assessor's name:	Assessor's signature:	Date:

IQA's name:	IQA's signature:	Date:
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### On-site observation report

Portfolio evidence reference:		
Candidate name:		Date:
Candidate prepared for assessment Yes/No	Candidate requires support Yes/No	
Candidate briefed on appeals procedure Yes/No	Support required Yes/No	
Assessment location/address and postcode:		
Unit/LO/AC reference	Assessor observation (use continuation sheet if required):	
Candidate signature:		Date:
Assessor's name:	Assessor's signature:	Date:

IQA's name:	IQA's signature:	Date:
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### Professional discussion supplementary evidence sheet

Unit number:		Portfolio evidence reference:			
Candidate name:					Date:
Completed by (please tick)	Candidate		Work-based recorder		Witness
Unit/LO/AC reference	Written evidence:				
Candidate signature:					Date:
Assessor's/Work-based recorder's name:					Date:
Assessor's/Work-based recorder's signature:					Date:
IQA's name:		IQA's signature:		Date:	

## Oral questioning supplementary evidence sheet

Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	
Assessor's question(s)		Candidate's answer(s)	
Candidate signature:		Date:	
Assessor's name:		Date:	
Assessor's signature:		Date:	
IQA's name:	IQA's signature:	Date:	

## Photographic supplementary evidence sheet

Unit number:	Portfolio evidence reference:	
Candidate name:	Date:	
Brief description of task being carried out in the photograph (to be completed by the candidate):		
Insert image in this box		
Candidate signature:	Date:	
Assessor's name:	Date:	
Assessor's signature:	Date:	
IQA's name:	IQA's signature:	Date:

## Work-based recorder/expert witness details

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

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

<b>Work-based recorder name:</b>	
Work-based recorder signature:	Date:

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

<b>Work-based recorder name:</b>	
Work-based recorder signature:	Date:

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

<b>Work-based recorder name:</b>	
Work-based recorder signature:	Date:

**Assessor's/work-based recorder's continuation sheet  
(on-site assessment plan/feedback/observation)**

Unit number:		Portfolio evidence reference:	
Candidate signature:		Date:	
Assessor's/Work-based recorder's name:		Date:	
Assessor's/Work-based recorder's signature:		Date:	
IQA's name:	IQA's signature:	Date:	





## Unit 102

## Conforming to general health, safety and welfare in the workplace

### Level 1

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

**Assessment criteria that are practical activities are highlighted in bold.**

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

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

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 <b>interpret and comply with given instructions to maintain safe systems of work and quality working practices</b>							
3.2 <b>contribute to discussions by offering/providing feedback relating to health, safety and welfare</b>							
3.3 <b>contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures</b>							
3.4 <b>safely store health and safety control equipment in accordance with given instructions</b>							
3.5 <b>dispose of waste and/or consumable items in accordance with legislation</b>							
3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:							
a. dealing with accidents and emergencies associated with the work and environment							

b. methods of receiving or sourcing information							
c. reporting							
d. stopping work							
e. evacuation							
f. fire risks and safe exit procedures							
g. consultation and feedback							
3.7 state the appropriate types of fire extinguishers relevant to the work							
3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.							

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

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

## Unit 102

## Conforming to general health, safety and welfare in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	



## Unit 234

## Erecting masonry cladding in the workplace

### Level 2

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**



1. Interpret the given information relating to the work and resources when erecting masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. oral and written instructions							
i. sketches							
j. electronic data							

k. official guidance							
l. current regulations associated with erecting masonry cladding							

2. Know how to comply with relevant legislation and official guidance when erecting masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

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

c. injuries							
d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to erect masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>tools and equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. bricks							
b. blocks							
c. mortars							
d. frames							
e. insulation							
f. damp-proof barriers							
g. brick slips							
h. cloak systems							
i. cavity closers							
j. fire breaks							
k. lintels							

l. fixings							
m. ties							
n. hand and power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe how the resources should be used correctly and how 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							
4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method/procedure to erect masonry cladding.							

5. Minimise the risk of damage to the work and surrounding area when erecting masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>							
5.2 <b>maintain a clear and tidy work space</b>							
5.3 <b>dispose of waste in accordance with current legislation</b>							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							

b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when erecting masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to erect masonry cladding to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when erecting masonry cladding:</b>							
a. <b>measuring</b>							
b. <b>marking out</b>							
c. <b>laying</b>							
d. <b>positioning</b>							

e. levelling							
f. plumb							
g. fitting							
h. fixing							
i. securing							
7.2 use and maintain hand and power tools and equipment							
7.3 erect brick and block and/or local material cladding to given working instructions, including the formation of openings and joint finishes, for at least one of the following structures:							
a. pre-erected timber frame							
b. pre-erected concrete							
c. pre-erected steel							
d. existing							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. erect brick, block and thin joint blocks cladding to pre-erected timber frame, concrete, steel and existing structures							
b. clad structures using local materials							
c. install brick slips							
d. position and secure wall ties including spaces, particularly around openings and movement joints							
e. form and maintain the integrity of cavities							
f. install and maintain the integrity of fire barriers and breaks							
g. form joint finishes							
h. form openings							
i. position, level, plumb, fix and integrate brick soffit systems							

j. install masonry support angles							
k. prop and support structures							
l. remove temporary structures							
m. position, fix and bed damp-proof barriers, cloak systems and cavity trays							
n. form and install weep holes and vents							
o. position, bond and tape installation materials							
p. install wind posts							
q. mix mortar							
r. recognise and determine when specialist skills and knowledge are required and report accordingly							
s. identify and follow the installation quality requirements							
t. work with, around and in close proximity to plant and machinery							
u. use hand and power tools, and equipment							
v. work at height							
w. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when erecting masonry cladding							
7.6 describe how to maintain the tools and equipment used when erecting masonry cladding.							



## Unit 234

## Erecting masonry cladding in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	



## Unit 235

## Erecting masonry structures in the workplace

### Level 2

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when erecting masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. oral and written instructions							
i. sketches							
j. electronic data							

k. official guidance							
l. current regulations governing buildings associated with erecting masonry structures							

2. Know how to comply with relevant legislation and official guidance when erecting masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when erecting masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry structures							
3.2 demonstrate compliance with given information and relevant legislation when erecting masonry structures in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to erecting masonry structures, 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 activities.							
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4. Select the required quantity and quality of resources for the methods of work to erect masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>tools and equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. bricks							
b. blocks							
c. mortars							
d. frames							
e. insulation							
f. damp-proof barriers							
g. cloak systems							
h. cills							
i. copings and cappings							
j. lintels							
k. fixings							
l. ties							

m. hand and power tools, and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe how the resources should be used correctly and how 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							
4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method/procedure to erect masonry cladding.							

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



d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when erecting masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to erect masonry structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when erecting masonry structures:</b>							
a. <b>measuring</b>							
b. <b>marking out</b>							
c. <b>laying</b>							
d. <b>positioning</b>							
e. <b>plumb</b>							
f. <b>levelling</b>							
g. <b>securing</b>							

7.2 use and maintain hand and power tools, and equipment							
7.3 erect masonry in brick and block and/or local materials to given working instructions for the following:							
a. cavity wall structures							
b. blockwork structures							
c. solid wall structures							
d. form openings							
e. joint finishes							
f. cills, cappings and copings							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. erect cavity walling and solid walling using brick and block and local materials							
b. erect walling of the local style							
c. lay blocks (traditional and thin joint)							
d. determine brick and block bonds							
e. form and maintain the integrity of cavities							
f. install lintels							
g. install movement joints							
h. install wind posts							
i. cut bricks, blocks and local materials							
j. form joint finishes, including mechanical pointing systems							
k. form openings							
l. position, level, plumb, fix and integrate brick soffit systems							
m. position and fix cills, copings and cappings							
n. install masonry support angles							

o. prop and support structures							
p. complete and remove temporary works							
q. position, bond and tape insulation materials							
r. position, fix and bed damp-proof barriers, cloak systems and cavity trays							
s. form and install weep holes and vents							
t. install and maintain the integrity of fire barrier and breaks							
u. position and secure wall ties, including spacing, particularly around openings and movement joints							
v. mix mortar							
w. recognise and determine when specialist skills and knowledge are required and report accordingly							
x. identify and follow the installation quality requirements							
y. work with, around and in close proximity to plant and machinery							
z. use hand and power tools, and equipment							
aa. work at height							
bb. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when erecting masonry structures							
7.6 describe how to maintain the tools and equipment used when erecting masonry structures.							

## Unit 235

## Erecting masonry structures in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 238

## Erecting thin joint masonry structures in the workplace

### Level 2

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when erecting thin joint masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufactures' information							
h. oral and written instructions							
i. sketches							
j. electronic data							
k. official guidance							

I. current regulations associated with erecting thin joint masonry structures.							
2. Know how to comply with relevant legislation and official guidance when erecting thin joint masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

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





4. Select the required quantity and quality of resources for the methods of work to erect thin joint masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>tools and equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. blocks							
b. joining compounds							
c. frames							
d. insulation							
e. damp-proof barriers							
f. cloak systems							
g. lintels							
h. fixings							
i. ties							
j. hand and power tools, and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe how the resources should be used correctly and how 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							

4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method/procedure to erect thin joint masonry structures.							
5. Minimise the risk of damage to the work and surrounding area when erecting thin joint masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 maintain a clear and tidy work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when erecting thin joint masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the estimated allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							

b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to erect thin joint masonry structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>7.1 demonstrate the following work skills when erecting thin joint masonry structures:</b>							
a. <b>measuring</b>							
b. <b>marking out</b>							
c. <b>cutting</b>							
d. <b>preparing</b>							
e. <b>laying</b>							
f. <b>positioning</b>							
g. <b>securing</b>							
<b>7.2 erect thin joint masonry block structures to given working instructions for at least three of the following:</b>							
a. <b>cavity wall structures</b>							
b. <b>solid wall structures</b>							
c. <b>form openings</b>							
d. <b>mix jointing compounds</b>							
<b>7.3 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</b>							
a. erect cavity walling and solid walling using thin joint blocks							
b. determine thin joint block bonds							
c. level bed (course one)							

d. check plumb							
e. form and maintain the integrity of cavities							
f. form openings							
g. position, level, plumb, fix and integrate brick soffit systems							
h. install masonry support angles							
i. position, fix and bed damp-proof barriers, cloak systems and cavity trays							
j. position and secure wall ties, including spacing, particularly around openings							
k. form and install movement joints							
l. install and maintain the integrity of fire barriers and breaks							
m. form and install weep holes and vents							
n. position, bond and tape insulation materials							
o. install wind posts							
p. mix jointing compound							
q. recognise and determine when specialist skills and knowledge are required and report accordingly							
r. identify and follow the installation quality requirements							
s. work with, around and in close proximity to plant and machinery							
t. use hand and power tools, and equipment							
u. work at height							
v. use access equipment							
7.4 describe the needs of other occupations and how to communicate effectively within a team when erecting thin joint masonry structures							
7.5 describe how to maintain the tools and equipment used when erecting thin joint masonry structures.							



## Unit 238

## Erecting thin joint masonry structures in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	





## Unit 303

## Confirming the occupational method of work in the workplace

### Level 3

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Assess available project data accurately to determine the occupational method of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract information from:</b>							
a. <b>drawings</b>							
b. <b>specifications</b>							
c. <b>schedules</b>							
d. <b>manufacturer's information</b>							
e. <b>methods of work</b>							
f. <b>risk assessments</b>							
g. <b>programmes of work</b>							
<b>1.2 explain how to summarise the following project data:</b>							
a. required quantities							
b. specifications							
c. detailed drawings							
d. health and safety requirements							
e. timescales							
f. scope of works							
<b>1.3 explain the different methods of assessing available project data</b>							
<b>1.4 explain how to use project data to interpret the work method, in relation to:</b>							
a. standard work procedures							
b. sequence of work							
c. organisation of resources (people, equipment, materials)							
d. work techniques							
e. working conditions (health, safety and welfare)							
f. risk assessment.							

2. Obtain additional information from alternative sources in cases where the available project data is insufficient.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 collect and collate additional information from alternative sources to clarify the work to be carried out							
2.2 explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:							
a. customers or representatives							
b. suppliers							
c. regulatory authorities							
d. manufacturer's literature.							

3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 examine potential work methods to carry out the occupational work activity							
3.2 determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria							
3.3 explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:							
a. health and safety welfare (principles of protection)							
b. fire protection							
c. access and egress							
d. equipment availability							
e. availability of competent workforce							

f. pollution risk							
g. waste and disposal							
h. zero and low carbon outcomes							
i. weather conditions							
3.4 explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:							
a. conforming to statutory requirements							
b. customer and user needs							
c. contract requirements in terms of time, quantity and quality							
d. environmental considerations							
3.5 explain how different methods of work can achieve zero/low carbon outcomes.							

4. Confirm and communicate the selected work method to relevant personnel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 confirm the selected occupational work method that meets project, statutory and contractual requirements							
4.2 communicate appropriately to relevant people on the selected occupational work method							
4.3 describe the different techniques and methods of confirming and communicating work methods to relevant people							
4.4 explain the principles of equality and diversity and how to apply them when working and communicating with others.							

## Unit 303

## Confirming the occupational method of work in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 300

## Confirming work activities and resources for an occupational work area in the workplace

### Level 3

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

**Assessment criteria that are practical activities are highlighted in bold.**

1. Identify work activities, assess required resources and plan the sequence of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 identify work activities, assess required resources and plan the sequence of work							
1.2 identify work activities and formulate a plan for their own sequence of work							
1.3 explain the types of work relative to the occupational area and how to identify different work activities							
1.4 explain methods of assessing the resources needed from a range of available information							
1.5 explain the required information and the different methods used to prepare a work programme relative to the occupational area.							

2. Obtain clarification and advice where the resources required are not available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available							
2.2 explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.							

3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 assess progress of work against project requirements, taking into account external factors relating to:							
a. other occupations and /or customers							
b. resources							
c. weather conditions							
d. health and safety requirements							
3.2 explain different methods of evaluating work activities against the following project requirements:							
a. contract conditions							
b. contract programme							
c. health and safety requirements of operatives							
3.3 evaluate the requirements of significant external factors that could affect the progress of work, in relation to:							
a. other related programmes							
b. special working conditions							
c. weather conditions							
d. other occupations/people							
e. resources							
f. health and safety requirements							



4. Identify work activities which influence each other and make the best use of the resources available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 determine work activities that have an influence on each other							
4.2 evaluate which work activities make the best use of available resources in relation to:							
a. occupations and/or customers associated with the work							
b. tools, plant and/or ancillary equipment							
c. materials and components							
4.3 explain different methods and sources that can identify which work activities influence each other							
4.4 describe how to determine the sequence of work activities and how long each work activity will take							
4.5 describe what zero and low carbon requirements are							
4.6 explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.							

5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 evaluate project progress against the work programme to identify any changed circumstances							
5.2 inform line management and/or customers on the type and extent of any required changes to the work programme							
5.3 explain how to identify possible alterations to the work programme to meet changed circumstances relating to:							
a. actions lists							
b. method statements							
c. duration							
d. schedules							
e. occupation specific requirements							
5.4 explain how to assess contractual/work effects resulting from alterations to the work programme							
5.5 explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.							

## Unit 300

## Confirming work activities and resources for an occupational work area in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	

<b>Date:</b>	
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## Unit 313

# Erecting masonry to form architectural and decorative structures in the workplace

## Level 3

\*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when erecting masonry to form architectural and decorative structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. <b>drawings</b>							
b. <b>specifications</b>							
c. <b>schedules</b>							
d. <b>method statements</b>							
e. <b>risk assessments</b>							
f. <b>manufacturers' information</b>							
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							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers information							
h. oral and written instructions							
i. sketches							
j. electronic data							

k. official guidance							
l. current regulations governing buildings associated with the erection of masonry to form architectural and decorative structures							
2. Know how to comply with relevant legislation and official guidance when erecting masonry to form architectural and decorative structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when erecting masonry to form architectural and decorative structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting complex masonry structures							
3.2 demonstrate compliance with given information and relevant legislation when erecting masonry to form architectural and decorative structures in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to erecting complex masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. personal protective equipment (PPE)							
c. respiratory protective equipment (RPE)							
d. local exhaust ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							



d. other task-related activities.							
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4. Select the required quantity and quality of resources for the methods of work to erect masonry to form architectural and decorative structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>tools and equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. bricks							
b. blocks							
c. mortars							
d. frames							
e. insulation							
f. damp-proof barriers							
g. cloak systems							
h. lintels							
i. ties							
j. components							
k. fixings							
l. hand and power tools, and equipment							
<b>4.3 describe how to confirm that the resources and materials conform to the specification</b>							

4.4 describe how the resources should be used correctly and how 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							
4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method/procedure to erect complex masonry structures.							

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



6. Complete the work within the allocated time when erecting masonry to form architectural and decorative structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to erect masonry to form architectural and decorative structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when erecting complex masonry structures:</b>							
a. <b>measuring</b>							
b. <b>checking</b>							
c. <b>marking out</b>							
d. <b>laying</b>							
e. <b>positioning</b>							
f. <b>securing</b>							
7.2 <b>use and maintain hand and power tools, and equipment</b>							
7.3 <b>erect masonry in brick and block and/or local materials to given working instructions, to form architectural and decorative features including forming joint finishes, for at least three of the following:</b>							
a. <b>arches (rough, ringed, axed, gauged)</b>							
b. <b>chimney stacks</b>							

c. fireplace							
d. walls with flush, projecting or decorative features							
e. walls curved on plan							
f. walls curved in elevation							
g. walls splayed on plan							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. erect cavity walling and solid walling using brick, blocks, and thin joint blocks							
b. erect walls in local styles using local materials							
c. work overhead							
d. position, install and secure fixings and cramps							
e. position and secure wall ties including spacing particularly around openings and movement joints							
f. form and maintain the integrity of cavities							
g. install masonry support angles							
h. form and install weep holes and vents							
i. form arches (rough ringed, axed, gauged)							
j. form chimney stacks							
k. form fireplaces							
l. form walls flush, projecting and with decorative features							
m. form walls curved on plan and check with trammel, templates and bay moulds							
n. form walls splayed on plan and check with templates and bay moulds							
o. form walls curved and ramped in elevation and set out and check with trammels and profiles							
p. prop and support structures							

q. install movement joints							
r. install wind posts							
s. cut bricks, blocks and local materials							
t. complete and remove temporary works							
u. form joint finishes							
v. select and install vertical and horizontal reinforcement							
w. position, fix and bed damp-proof barriers, cloak systems and cavity trays							
x. position, bond and tape insulation materials							
y. install and maintain the integrity of fire barriers and breaks							
z. mix mortar							
aa. provide information for Building Information Modelling (BIM)							
bb. recognise and determine when specialist skills and knowledge are required and report accordingly							
cc. determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
dd. identify and follow the installation quality requirements							
ee. work with, around and in close proximity to plant and machinery							
ff. use hand and power tools, and equipment							
gg. work at height							
hh. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when erecting masonry to form architectural and decorative structures							
7.6 describe how to maintain the tools and equipment used when erecting masonry to form architectural and decorative structures.							

## Unit 313

## Erecting complex masonry structures in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IOA name:</b>	
<b>IOA signature:</b>	

<b>Date:</b>	
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Unit 502

## Developing and maintaining good occupational working relationships in the workplace

Level 3

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

**Assessment criteria that are practical activities are highlighted in bold.**

1. Develop, maintain and encourage working relationships to promote good will and trust.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved							
1.2 apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others							
1.3 explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people							
1.4 explain the principles of equality and diversity and how to apply them when working and communicating with others.							

2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 communicate on the following work activity information to relevant people following organisational procedures:							
a. appropriate timescales							
b. health and safety requirements							
c. co-ordination of work procedures							
2.2 explain the different methods and techniques used to inform relevant people about work activities							
2.3 explain the effects of not informing relevant people with the expected level of urgency							
2.4 explain the different types of work activity related information and to what level of detail the following people would expect to receive:							
a. colleagues							
b. employers							

c. customers							
d. contractors							
e. suppliers of products and services							
f. other people affected by the work/project.							

3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome							
3.2 explain the techniques of encouraging questions and/or requests for clarification and comments							
3.3 explain the different ways of offering advice and help to different people about work activities, in relation to:							
a. progress							
b. results							
c. achievements							
d. occupational problems							
e. occupational opportunities							
f. health and safety requirements							
g. co-ordinated work.							

4. Clarify proposals with relevant people and discuss alternative suggestions.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 engage regular discussions with relevant people about the occupational work activity and/or other occupations involved							
4.2 explain the methods of clarifying alternative proposals with relevant people							
4.3 explain the methods of suggesting alternative proposals.							

5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work							
5.2 explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.							

## Unit 502

## Developing and maintaining good occupational working relationships in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	

<b>Date:</b>	
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Unit 690

## Repairing and maintaining masonry structures in the workplace

Level 3

\*PER – Portfolio evidence reference

SO – Site observation

OO – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when repairing and maintaining masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. <b>drawings</b>							
b. <b>specifications</b>							
c. <b>schedules</b>							
d. <b>method statements</b>							
e. <b>risk assessments</b>							
f. <b>manufacturers' information</b>							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers information							
h. oral and written instructions							
i. sketches							
j. electronic data							



k. official guidance							
l. current regulations governing buildings associated with the repair and maintenance of masonry structures.							

2. Know how to comply with relevant legislation and official guidance when repairing and maintaining masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

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

d. other task-related activities.							
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4. Select the required quantity and quality of resources for the methods of work to repair and maintain masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>tools and equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. bricks							
b. blocks							
c. natural stones							
d. mortars							
e. sand							
f. lime							
g. additives							
h. frames							
i. insulation							
j. damp-proof barriers							
k. cloak systems							
l. lintels							
m. ties							
n. fittings and fixings							

o. hand and power tools, and equipment							
4.3 describe how to confirm that the resources conform to the specification							
4.4 describe how the resources should be used correctly and how 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							
4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method/procedure to repair and maintain masonry structures.							

5. Minimise the risk of damage to the work and surrounding area when repairing and maintaining masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>							
5.2 <b>maintain a clear and tidy work space</b>							
5.3 <b>dispose of waste in accordance with current legislation</b>							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							

c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when repairing and maintaining masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to repair and maintain masonry structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when repairing and maintaining masonry structures:</b>							
a. <b>measuring</b>							
b. <b>marking out</b>							
c. <b>cutting</b>							
d. <b>removing</b>							
e. <b>laying</b>							
f. <b>positioning</b>							
g. <b>securing</b>							
7.2 <b>use and maintain hand and power tools, and equipment</b>							

7.3 prepare, repair and maintain existing brick, and/or block masonry and/or local style structures to given working instructions for at least three of the following:							
a. match existing materials							
b. continue existing bonding							
c. match existing quality of structure							
d. form openings							
e. prop existing walls and floors							
f. form internal and external angles							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare, repair and maintain existing masonry structures in brick, traditional and thin joint blocks or local materials and styles							
b. identify material and components and restore structures to original state							
c. form joint finishes							
d. form openings							
e. prop existing walls and floors							
f. form and maintain the integrity of cavities							
g. position, fix and bed damp-proof barriers, cloak systems and cavity trays							
h. form and install weep holes and vents							
i. form internal and external angles							
j. position, bond and tape insulation materials							
k. install and maintain the integrity of fire barriers							
l. dress surfaces							
m. form finishes							
n. mix mortar							

o. recognise and determine when specialist skills and knowledge are required and report accordingly							
p. determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
q. identify and follow the installation quality requirements							
r. work with, around and in close proximity to plant and machinery							
s. use hand and power tools, and equipment							
t. work at height							
u. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when repairing and maintaining masonry structures							
7.6 describe how to maintain the tools and equipment used when repairing and maintaining masonry structures.							



## Unit 690

## Repairing and maintaining masonry structures in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	

<b>Date:</b>	
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## Unit 701

## Setting out to form masonry structures in the workplace

### Level 2

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when setting out to form masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. <b>drawings</b>							
b. <b>specifications</b>							
c. <b>schedules</b>							
d. <b>method statements</b>							
e. <b>risk assessments</b>							
f. <b>manufacturers' information</b>							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers information							
h. oral and written instructions							
i. sketches							
j. electronic data							

k. official guidance							
l. current regulations governing buildings associated with setting out to form masonry structures							

2. Know how to comply with relevant legislation and official guidance when setting out to form masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

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



4. Select the required quantity and quality of resources for the methods of work to set out to form masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>setting out equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. levels							
b. lines							
c. trammels							
d. templates							
e. profiles							
f. tape measures							
g. pegs							
h. squares							
i. fixings							
j. hand and power tools							
k. setting out equipment							
<b>4.3 describe how to confirm that the resources and materials conform to the specification</b>							
<b>4.4 describe how the resources should be used correctly and how problems associated with the resources are reported</b>							
<b>4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources</b>							



4.6 describe any potential hazards associated with the resources and methods of work							
4.7 describe how to calculate distances, length, quantity, length, levels and diagonals, area and wastage of materials associated with the method and procedure to set out to form masonry structures							

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

6. Complete the work within the allocated time when setting out to form masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							
7. Comply with the given contract information to set out to form masonry structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when setting out to form masonry structures:</b>							
a. <b>measuring</b>							
b. <b>marking out</b>							
c. <b>levelling</b>							
d. <b>plumb</b>							
e. <b>positioning</b>							
f. <b>transferring</b>							
g. <b>transposing</b>							
h. <b>fixing</b>							
i. <b>securing</b>							
7.2 <b>use and maintain hand and power tools, and setting out equipment</b>							

7.3 determine dimensions and positions using line, level, depth, area, height and angle to given working instructions to establish at least four of the following lines:							
a. straight (180 degrees)							
b. right angles (90 degrees)							
c. obtuse angles (between 90 and 180 degrees including batters)							
d. acute angles (between 0 and 90 degrees)							
e. curves on plan							
f. curves in elevation							
g. openings							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. measure and set out to form masonry structures on level and sloping ground							
b. identify and mark datum points							
c. make trammels, templates and profiles							
d. mark straight lines, right angles, obtuse angles, acute angles, curves on plan, curves in elevation and openings							
e. set out using trammels, templates and profiles							
f. plumb from ranging lines							
g. transfer lines and levels (spirit level, straight-edge, water levels and laser level)							
h. determine convex and concave curves using pegs and line							
i. recognise and determine when specialist skills and knowledge are required and report accordingly							
j. identify and follow the installation quality requirements							
k. work with, around and in close proximity to plant and machinery							
l. use hand and power tools, and setting out equipment							

m. work at height							
n. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when setting out masonry structures							
7.6 describe how to maintain the tools and equipment used when setting out masonry structures.							

## Unit 701                      Setting out to form masonry structures in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 828

## Installing and forming specialist masonry elements in the workplace

### Level 3

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when installing and forming specialist masonry elements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>1.1 interpret and extract relevant information from:</b>							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
<b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
<b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers information							
g. oral and written instructions							
h. sketches							
i. electronic data							
j. official guidance							

k. regulations associated with the installing and forming specialist masonry support elements							
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2. Know how to comply with relevant legislation and official guidance when installing and forming specialist masonry elements							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your 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 tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							



3. Maintain safe and healthy working practices when setting out to form masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when installing and forming specialist masonry elements							
3.2 demonstrate compliance with given information and relevant legislation when installing and forming masonry elements in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to install and form specialist masonry elements, 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 activities.							



4. Select the required quantity and quality of resources for the methods of work to install and form specialist masonry elements							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components</b>							
c. <b>fixings</b>							
d. <b>setting out equipment</b>							
<b>4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>							
a. specialist masonry support element							
b. fittings							
c. fixings							
d. hand and power tools, and equipment							
<b>4.3 describe how to confirm that the resources and materials conform to the specification</b>							
<b>4.4 describe how the resources should be used correctly and how problems associated with the resources are reported</b>							
<b>4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources</b>							
<b>4.6 describe any potential hazards associated with the resources and methods of work</b>							
<b>4.7 describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to install and form specialist masonry elements</b>							

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

6. Complete the work within the allocated time when installing and forming specialist masonry elements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							

b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							
7. Comply with the given contract information to install and form specialist masonry elements to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>7.1 demonstrate the following work skills when:</b>							
a. <b>positioning</b>							
b. <b>levelling</b>							
c. <b>plumb</b>							
d. <b>adjusting</b>							
e. <b>fixing</b>							
<b>7.2 use and maintain hand and power tools, and equipment</b>							
<b>7.3 install and/or form fire barriers and/or breaks and support angles plus at least two of the following specialist masonry support elements to given working instructions</b>							
a. <b>brick soffit systems</b>							
b. <b>channel systems</b>							
c. <b>wind posts</b>							
d. <b>vapour and/or moisture barriers</b>							
e. <b>wall starter kits</b>							
<b>7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</b>							
a. identify the types, uses and characteristics of specialist masonry support elements; brick soffit systems, support angles, fire barriers and breaks, wind posts and wall starter kits							
b. position, level, plumb, fix and integrate brick soffit systems							

c. install and adjust masonry support angles							
d. install and maintain the integrity of fire barriers and breaks							
e. form and maintain the integrity of cavities							
f. position and secure wall ties including spacing, particularly around openings							
g. position and fix damp-proof barriers, cloak systems and cavity trays							
h. form and install weep holes and vents							
i. position bond and tape insulation materials							
j. install wind posts							
k. use wall starter kits							
l. recognise and determine when specialist skills and knowledge are required and report accordingly							
m. identify and follow the installation quality requirements							
n. work with, around and in close proximity to plant and machinery							
o. use hand and power tools, and equipment							
p. work at height							
q. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when setting out masonry structures							
7.6 describe how to maintain the tools and equipment used when setting out masonry structures.							

## Unit 828

## Installing and forming specialist masonry elements in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	

<b>Date:</b>	
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<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	



## Unit 837

## Installing drainage in the workplace

### Level 2

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

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

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

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

4. Select the required quantity and quality of resources for the methods of work to install drainage.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>components and fixings</b>							
c. <b>tools and equipment</b>							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. pipes, fittings and ancillary components							
b. pre-cast (metal, concrete, clay or plastic) components							
c. bricks, blocks and sandbags							
d. granular materials, aggregates, cement, concrete, mortars and sand							
e. sealant materials (adhesives, compounds, solvents)							
f. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install drainage.							

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

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

7. Comply with the given contract information to install drainage to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing drainage:							
a. measuring							
b. marking out							
c. laying							
d. positioning							
e. fitting							
f. levelling							
g. plumbing							
h. aligning							
i. securing							
j. testing							
7.2 install and test new and/or replacement, foul and/or surface water drainage for two of the following to given working instructions:							
a. pipework (e.g. clay, concrete, metal, or plastic)							
b. inspection chambers (e.g. brick, concrete, metal or plastic)							
c. surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)							
d. foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)							

7.3 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>hand tools</b>							
c. <b>portable power tools</b>							
d. <b>ancillary equipment</b>							
7.4 <b>safely store the materials, tools and equipment used when installing drainage</b>							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. excavate trenches and provide trench support							
b. confirm ground conditions, site and excavations are suitable for the drainage installation work							
c. prepare bedding for pipework							
d. determine levels and gradients							
e. identify the differences between surface and foul water drainage							
f. lay, position, level, plumb, align, fit, fix and secure new and replacement drainage systems							
g. construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)							



7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)							
b. connect and seal new systems to existing systems							
c. conduct smoke, water, ball, air mandrel and close circuit television tests on drainage systems							
d. work with plant and machinery							
e. use hand tools, power tools and equipment							
f. work at height and below ground level							
g. use access equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when installing drainage							
7.8 describe how to maintain the tools and equipment used when installing drainage.							

## Unit 837

## Installing drainage in the workplace

### Declaration

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

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

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

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	



## Appendix 1 Relationships to other qualifications

### *Links to other qualifications*

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications.

### *Literacy, language, numeracy and ICT skills development*

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see [www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills)
- Essential Skills (Northern Ireland) – see [www.nidirect.gov.uk/articles/essential-skills](http://www.nidirect.gov.uk/articles/essential-skills)
- Essential Skills Wales – see [www.walesessentialskills.com](http://www.walesessentialskills.com)

## Appendix 2 Sources of general information

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

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

Specifically, the document includes sections on:

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

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

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

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

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

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

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

*Centre Guide – Delivering International Qualifications* contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification.

Specifically, the document includes sections on:

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

## Appendix 3 Useful contacts

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

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## About City & Guilds

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

## City & Guilds Group

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

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