

SVQ in Painting and Decorating (Construction) at SCQF Level 6 (8175-01)

Version 1-3 (August 2018)

Qualification Handbook

Qualification at a glance

Subject area	Construction
Age group approved	16-19, 19+
Entry requirements	None
Assessment types	Portfolio; Synoptic Assessment
Approvals	Full centre
Support materials	Qualification handbook; Assessment pack; Logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
SVQ in Painting and Decorating (Construction) at SCQF Level 6	8175-01	GN1N 46

Version and date	Change detail	Section
1.2	Amended Quality Assurance Requirements	Appendix 1
1.3	Revised Expert Witness details	2. Centre Requirements
	Simulated Working Conditions Skills Test	4. Assessment

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1 Introduction

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

Area	Description
Who is the qualification for?	This qualification is for candidates who work or want to work as a painter and decorator in the construction sector in Scotland.
What does the qualification cover?	<p>It allows candidates to learn, develop and practise the skills required for employment, an apprenticeship and/or career progression in painting and decorating.</p> <p>Its content covers the following specialist areas:</p> <ul style="list-style-type: none">• Erecting and dismantling access/work platforms• Preparing surfaces for painting and decorating• Applying paint systems by brush and roller <p>It also covers a range of optional areas including:</p> <ul style="list-style-type: none">• Hanging wall coverings, and wide-width vinyls• Producing broken colour effects and stencil designs using pre-cut stencil plates• Producing comb textured finishes, marbling effects, quality replica grained finishes, and straight grained effects• Applying metal leaf to surfaces• Installing coving and decorative mouldings• Applying coatings by the air and airless spray methods• Producing quality replica marble finishes
What opportunities for progression are there?	<p>It allows candidates to progress into employment and can lead to a variety of careers in the construction industry, with a focus on painting and decorating. It can also lead onto other SVQ qualifications in the construction trades.</p> <p>Painters and decorators can have a varied career working on new builds, refurbishments or in specialist areas.</p> <p>After gaining work experience in the chosen occupational area there are also opportunities to progress into occupational work supervision, management or technical support areas.</p>

Area	Description
Who did we develop the qualification with?	The qualification is based on National Occupational Standards developed by CITB, the industry board for the construction industry.

Structure

To achieve the **SVQ in Painting and Decorating (Construction) at SCQF Level 6**, learners must achieve

- mandatory units 201 – 207 plus
- one optional unit from 208 – 209 plus
- one optional unit from 210 – 224 and
- the Skills Test (020).

City & Guilds unit number	Unit title
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Mandatory

201	Confirm work activities and resources for the work
202	Develop and maintain good working relationships
203	Confirm the occupational method of work
204	Conform to general workplace health, safety and welfare
205	Erect and dismantle access/working platforms
206	Prepare surfaces for painting/decorating
207	Apply paint systems by brush and roller
020	Skills Test

Optional Group A

208	Hang wallcoverings (standard papers)
209	Hang wide-width vinyls

Optional Group B

210	Apply coatings by the airless spray method
211	Apply coatings by the air spray method
212	Produce and apply complex stencil designs
213	Hang wallcoverings to complex surfaces
214	Hang wallcoverings (specialised papers)

215	Produce comb textured finishes
216	Apply metal leaf to surfaces
217	Install coving and decorative mouldings
218	Apply coatings to produce textured finishes
219	Produce broken colour effects
220	Produce stencil designs using pre-cut stencil plates
221	Produce straight grained effects
222	Produce quality replica grained finishes
223	Produce marbling effects
224	Produce quality replica marble finishes

2 Centre requirements

Approval

To offer these qualifications, centres will need to gain both centre and qualification approval. Centres will also need to be approved as a Skills Test Assessment Centre. Please refer to the Centre Manual - Supporting Customer Excellence for further information.

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

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

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

Assessors and Internal Quality Assurers (IQAs)

Assessors and IQAs must have sufficient, verifiable, relevant current industry experience, knowledge and understanding of the occupational working area at, or above, the level being assessed. This must be of sufficient depth to be effective and reliable when judging or verifying judgments of candidates' competence. Their experience, knowledge and understanding will need to be verified by one or more of the following:

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

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

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

Assessors and IQAs:

- should only engage with assessment activities related to their acknowledged area of occupational competence
- shall be prepared to participate in training activities for their continued professional development
- must have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and Assessment Strategy.

Assessors must hold, or be working towards an appropriate qualification, such as:

- RQF/QCF Level 3 Award in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Award in Assessing Vocationally Related Achievement
- RQF/QCF Level 3 Certificate in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification in the SCQF as identified by SQA Accreditation
- A1 Assess Candidates Using a Range of Methods
- D32/33 Assess Candidate Performance Using Different Sources of Evidence.

Holders of A1 and D32/33 must ensure that they adopt assessment practices that meet the requirement of current NOS for Learning and Development.

IQAs must hold, or be working towards an appropriate qualification, such as:

- RQF/QCF Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- RQF/QCF Level 4 Certificate in Leading the Internal Quality Assurance of the Assessment Process and Practice
- an appropriate Internal Verifier/Internal Quality Assurer qualification in the SCQF as identified by SQA Accreditation
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process.

Holders of V1 and D34 must ensure that they adopt assessment practices that meet the requirement of current NOS for Learning and Development.

It is strongly recommended that IQAs also hold one of the following qualifications:

- RQF/QCF Level 3 Award in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification in the SCQF as identified by SCQF Accreditation.

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

For the Skills Test, Assessors and IQAs must engage in standardisation activities:

- before the first Skills Test takes place and
- at least once a year, or more often if their internal review and evaluation deems a higher level of risk should be applied.

Continuing Professional Development

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in

line with best practice, and that it takes account of any national or legislative developments.

Records of continuing professional development must be maintained for audit by our EQAs.

Expert Witness

An Expert Witness must have sufficient, verifiable, relevant and current industry experience, knowledge and understanding of the occupational working area being assessed. This must be of sufficient depth to be effective and reliable when observing the marking of the Skills Test. Their experience, knowledge and understanding will need to be verified by one or more of the following:

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

The Expert Witness must be an experienced and reputable tradesperson in the occupational area that is being assessed. Centres professional judgement should be used to select an appropriate Expert Witness. This cannot include anyone employed by the college as they are not independent to the process. They may however, wish to look at some form of reciprocal arrangement with another college, while still meeting the requirements of the Assessment Strategy.

Centres are required to provide training to the Expert Witness. The training must address:

- their role
- their responsibilities
- the assessment tasks and process
- the documentation to be completed
- the standards against which judgements will be made
- the process to be followed if there are concerns regarding the assessment decisions.

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

What do I do if I cannot find an Expert Witness?

If you are unable to find a suitable Expert Witness, please contact CITB via qualifications.scotland@citb.co.uk to provide them with details of your search. CITB hold a list of a limited number of industry representative who are willing to take on this role. This list can be shared as appropriate.

What should I do if the Expert Witness does not show up on the day of the Skills Test?

The Expert Witness must be in attendance to observe the marking of the Skills Tests in person. However, if they do not attend on the day, centres should inform City and Guilds at the earliest opportunity to be given instruction on how to proceed with this Test.

Learner entry requirements

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

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as these qualifications are not approved for learners under 16.

3 Delivering the qualification

Initial assessment and induction

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

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

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

Support materials

The following resources are available for these qualifications:

Description	How to access
Assessment pack	www.cityandguilds.com

Recording documents

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

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

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

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

For the Skills Test, centres must use the documentation provided in the Skills Test Assessment, unless they have prior approval from their EQA.

4 Assessment

Summary of assessment methods

Candidates must have a completed portfolio for each unit. Learners must also complete the Skills Test (020).

Assessment strategy

Holistic Assessment

Each unit sets out the minimum evidence requirements. However, a holistic approach to the collection of evidence is strongly recommended. Assessors should focus on assessing activities generated by the whole work experience rather than focussing on specific tasks or assessment criterion in the unit. Assessors, supported by IQAs, should encourage the use of evidence produced in one unit to meet the exact same requirements in another unit, where it is appropriate, allowing for the most efficient use of evidence. For example, where workplace evidence does not cover the whole range, knowledge evidence met for an assessment criterion in another unit related to a similar task, may be considered. Similarly, a candidate's knowledge and understanding can be inferred through practical activities.

Assessment Through Performance in the Workplace

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

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

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

How Simulated Working Conditions may be used to Assess Competence

Simulations (designed situations for producing artificially generated evidence) may only be used where candidates are prevented from gathering direct evidence from the workplace in the normal way because:

- there are hazards
- it is difficult to distinguish individual performance in team situations
- circumstances occur infrequently or long term results are involved
- confidentiality is important
- there are organisational constraints.

Details of any instances where simulation is considered please refer to Assessment Strategy 3.2 Any instances where simulation is considered to be acceptable as an alternative (to direct workplace evidence) means of generating evidence, will be determined by the relevant ConstructionSkills National Working Group and stated in the unit.

The Skills Test

The Skills Test is designed to require the candidate to make use of the practical skills built up through the delivery of the qualification.

During the learning programme, it is expected that tutors will have taken the opportunity to set similar, formative tasks that allow candidates to be supported to independently use the learning they have so far covered, so they are familiar with the format, conditions and expectations of the assessment.

The Skills Test can only be attempted by a candidate when all other units for the qualification have been completed and passed. The Skills Test must be undertaken in an approved Skills Test Assessment Centre. Centres may however, enter into an agreement with a satellite college/training provider for the delivery of this Unit but must make City and Guilds aware of any arrangements as set out in the Centre Approval documentation.

The Skills Test must be administered in controlled conditions. These are set out in the Skills Test Assessment and Centre Manual, both of which can be found on the City & Guilds website.

The Skills Test and the assessment of the candidates must be observed by an Expert Witness. The role of the Expert Witness is to:

- Must be in attendance to observe the marking of the Skills Tests in line with NOS and Consolidated Assessment Strategy
- Inform the centre IQA and City and Guilds if they disagree with an assessment decision.

Centres are expected to apply their internal quality assurance processes to the Skills Test. IQA of assessment decisions must be completed within 15 days of the Skills Test. All evidence used for the assessment must be maintained for one year from the date of the IQA.

Candidates are allowed to resit the Skills Test. It is strongly recommended that there is a delay between the Skills Tests to support candidates to develop the skills required to achieve a Pass grade in the assessment. This would normally be a minimum of two weeks. Centres must maintain evidence of each Skills Test undertaken.

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience, or qualifications which have already been achieved, to contribute to a new qualification.

For this qualification, RPL is allowed and is not sector specific.

RPL cannot be applied to the Skills Test.

5 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- Title
- SCQF Level
- Credit value
- Learning outcomes, which are comprised of a number of assessment criteria:
 - Performance assessment criteria
 - Knowledge and understanding assessment criteria
- Range content related to knowledge and understanding assessment criteria
- Evidence requirements setting out performance requirements.

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (e.g. video). For the practical assessments for this qualification, centres should ensure that there are sufficient resources to complete the task but are not required to use all the equipment or commodities in the range.

Unit 201

Confirm work activities and resources for the work

Unit level:	SCQF 6
Credit value:	18
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. identifying own work activities 2. adopting safe and healthy working practices 3. identifying resources to carry out the work 4. confirmation of a work programme/schedule for own occupational area of work being carried out
Relationship to NOS:	COSVR209

Outcome

- 1 Identify the work activities and assess the resources required from the information available and plan the sequence of work

You will need to:

1.1 identify the work activities and assess the resources required from the information available and plan the sequence of work (P1)

You need to know and understand:

- 1.2 how to identify the work activities (K1)
- 1.3 how to assess the resources needed from the information available (K2)
- 1.4 how to prepare a work programme (K3)

Range

(1.3) **Resources:**

- other occupations/people associated with the work
- tools, plant and/or ancillary equipment
- materials and components
- awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment.

(1.4) **Programme:**

documentation relating to the following and/or occupation specific requirements

- action lists
- method statements
- duration
- schedules.

Outcome

- 2 Obtain clarification and advice where the resources required are not available

You will need to:

- 2.1 obtain clarification and advice where the resources required are not available (P2)

You need to know and understand:

- 2.2 how to obtain clarification and advice where the resources required are not available (K4)

Range

(2.2) **Clarification and advice:**

- the customer/customer's representative
- manufacturer's technical information
- trade literature
- organisational procedures.

Outcome

- 3 Evaluate the work activities against project requirements and the requirements of any significant external factors

You will need to:

- 3.1 evaluate the work activities against project requirements and the requirements of any significant external factors (P3)

You need to know and understand:

- 3.2 evaluation of the work activities against project requirements and the requirements of significant external factors (K5)

Range

(3.2) **External factors:**

- external factors influencing the work relating to
- other occupations and/or customers

- resources
- weather conditions
- health and safety requirements.

(3.2) **Evaluation:**

- by work study
- by risk assessment

(3.2) **Project requirements:**

- contract conditions
- contract programme stipulations
- health and safety requirements of operatives.

(3.2) **External factors:**

- other related programmes
- special working conditions
- weather conditions
- other occupations/people
- resources
- health and safety requirements.

Outcome

- 4 Identify work activities which influence each other and make the best use of the resources available

You will need to:

- 4.1 identify work activities which influence each other and make the best use of the resources available (P4)

You need to know and understand:

- 4.2 how to identify which work activities influence each other (K6)
- 4.3 how to determine how long each work activity will take and the sequence of activities (K7)
- 4.4 how work activities and the use of resources can impact on zero and low carbon requirements (K8)

Outcome

- 5 Identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

You will need to:

5.1 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers (P5)

You need to know and understand:

5.2 how to identify alterations to the work programme to meet changed circumstances (K9)

5.3 how to assess the contractual/work effects resulting from alterations to the work programme (K10)

5.4 how to justify to decision makers the effects resulting from alterations to the work programme (K11)

Range

(5.2, 5.3, **Programme:**

5.4) documentation relating to the following and/or occupation specific requirements

- action lists
- method statements
- duration
- schedules.

Unit 201

Confirm work activities and resources for the work

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Records containing the resources required for the work relating to:
 - Occupations associated with the work
 - Tools, plant and/or ancillary equipment
 - materials and components.
- P1 Their own plan for the sequence of work
- P2 Records which confirm and advise on what resources are, or are not, available for the work
- P3 Records covering project requirements for each of the external factors in the range
- P4 Records covering activities that have an influence on each other and the best use of resources in terms of:
 - other occupations and/or customers
 - materials and components
 - tools, plant and/or ancillary equipment
- P5 Records of proposed alterations to the work and the circumstances to justify them
- P5 Confirmation that line management and/or customer is informed of required changes.

Unit 202

Develop and maintain good working relationships

Unit level:	SCQF 8
Credit value:	8
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. working with, informing and supporting people 4. developing and maintaining good occupational working relationships
Relationship to NOS:	COSVR210

Outcome

- 1 Develop, maintain and encourage working relationships to promote goodwill and trust

You will need to:

- 1.1 develop, maintain and encourage working relationships to promote goodwill and trust (P1)

You need to know and understand:

- 1.2 how to maintain and encourage working relationships to promote goodwill and trust with relevant people (K1)
- 1.3 how to develop working relationships to promote goodwill and trust (K2)
- 1.4 how to apply the principles of equality and diversity (K3)

Range

(1.2, 1.3) Working relationships:

- formal
- informal.

(1.2, 1.3) Goodwill and trust:

- keeping promises and undertakings
- honest relationships
- constructive relationships

- co-operation and dialogue.

(1.2) **People:**

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- those affected by the work/project.

(1.4) **Equality and diversity:**

show consideration for the needs of individuals by applying the principles of equality and diversity.

Outcome

- 2 Inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency

You will need to:

- 2.1 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency (P2)

You need to know and understand:

- 2.2 how to inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency (K4)

Range

(2.1) **People:**

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- those affected by the work/project.

(2.2) **Inform:**

- orally
- in writing
- using drawings/sketches.

(2.2) **Work activities:**

- progress
- results

- achievements
- occupational problems
- occupational opportunities
- health and safety requirements
- co-ordinated work.

Outcome

- 3 Offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments

You will need to:

- 3.1 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments (P3)

You need to know and understand:

- 3.2 how to encourage questions, requests for clarification and comments (K5)
3.3 how to offer advice and help to people about work activities (K6)

Range

(3.3) **Offer advice:**

- orally
- in writing
- using drawings/sketches.

(3.3) **People:**

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- those affected by the work/project.

(3.3) **Work activities:**

- progress
- results
- achievements
- occupational problems
- occupational opportunities
- health and safety requirements
- co-ordinated work.

Outcome

- 4 Clarify the proposals with the relevant people and discuss alternative suggestions

You will need to:

- 4.1 clarify the proposals with the relevant people and discuss alternative suggestions (P4)

You need to know and understand:

- 4.2 how to clarify alternative proposals with the relevant people (K7)
- 4.3 how to suggest alternative proposals (K8)

Range

(4.2) **People:**

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- those affected by the work/project.

Outcome

- 5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

You will need to:

- 5.1 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect (P5)

You need to know and understand:

- 5.2 how to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect (K9)

Range

(5.2) **Goodwill and trust:**

- keeping promises and undertakings
- honest relationships
- constructive relationships
- co-operation and dialogue.

Unit 202

Develop and maintain good working relationships

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Records of information on advice provided about occupational work activities and/or associated occupations
- P1 The application of the principles of equality and diversity
- P2 Records of information and advice given about carrying out the work activities, including:
 - appropriate timescales
 - health and safety requirements
 - co-ordination of work procedures
- P3 Records of information and advice given about methods of occupational work activities to achieve the required outcome
- P4 Outline notes of discussions relating to the occupational work activity and/or other occupations involved
- P5 Outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work.

Unit 203

Confirm the occupational method of work

Unit level:	SCQF 6
Credit value:	14
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. assessing project data to determine occupational work methods 2. adopting safe and healthy working practices 3. selecting the methods of work 4. confirming the methods of work to the relevant people associated with the occupation 5. sourcing additional information
Relationship to NOS:	COSVR211

Outcome

- 1 Assess the available project data accurately to determine the occupational work method

You will need to:

- 1.1 assess the available project data accurately to determine the occupational work method (P1)

You need to know and understand:

- 1.2 how to summarise project data (K1)
- 1.3 how to assess the available project data and interpret the work method (K2)

Range

(1.2, 1.3) Project data:

- quantities required
- specifications
- detailed drawings
- health and safety requirements
- timescales
- scope of works.

- (1.3) **Work method:**
- standard work procedures
 - sequence of work
 - organisation of resources (people, equipment, materials)
 - work techniques
 - working conditions (health, safety, welfare)
 - risk assessment
-

Outcome

- 2 Obtain additional information from alternative sources in cases where the available project data is insufficient

You will need to:

- 2.1 obtain additional information from alternative sources in cases where the available project data is insufficient (P2)

You need to know and understand:

- 2.2 how to obtain additional information from alternative sources when the available project data is insufficient (K3)
-

Range

- (2.2) **Alternative sources:**
- the customer(s) or their representative
 - suppliers
 - regulatory authorities
 - manufacturer's literature.

- (2.2) **Project data:**
- quantities required
 - specifications
 - detailed drawings
 - health and safety requirements
 - timescales
 - scope of works.

Outcome

- 3 Identify work methods that will make the best use of resources and meet project, statutory and contractual requirements

You will need to:

- 3.1 identify work methods that will make the best use of resources and meet project, statutory and contractual requirements (P3)

You need to know and understand:

- 3.2 how to identify work methods against technical and project criteria to make the best use of resources and meet project, statutory and contractual requirements (K4)
- 3.3 how methods of work can achieve zero or low carbon outcomes (K5)

Range

(3.2) **Work method:**

- standard work procedures
- sequence of work
- organisation of resources (people, equipment, materials)
- work techniques
- working conditions (health, safety, welfare)
- risk assessment

(3.2) **Technical criteria:**

- materials
- health, safety and welfare (principles of protection)
- fire protection
- access and egress
- equipment availability
- availability of competent workforce
- pollution risk
- waste and disposal
- zero and low carbon outcomes
- weather conditions.

(3.2) **Project criteria:**

- conformity to statutory requirements
- customer and user needs
- contract requirements in terms of time, quantity and quality
- environmental considerations.

Outcome

- 4 Confirm and communicate the selected work method to relevant personnel

You will need to:

- 4.1 confirm and communicate the selected work method to relevant personnel (P4)

You need to know and understand:

- 4.2 how to confirm and communicate the work method to relevant people (K6)
4.3 how to apply the principles of equality and diversity when communicating (K7)

Range

(4.2) **Work method:**

- standard work procedures
- sequence of work
- organisation of resources (people, equipment, materials)
- work techniques
- working conditions (health, safety, welfare)
- risk assessment

Unit 203

Confirm the occupational method of work

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 The interpretation of drawings, specifications, schedules, manufacturer's information, method of work, risk assessment and programme of work
- P2 Outline notes on information obtained from alternative sources about the work to be carried out
- P3 Records of potential work methods to carry out the occupational work activity and meet health and safety requirements relating to technical and/or project criteria
- P4 Outline notes for confirmation and communication on the selected occupational work method.

Unit 204

Conform to general workplace health, safety and welfare

Unit level:	SCQF 6
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: awareness of relevant current statutory requirements and official guidance; responsibilities, to self and others, relating to workplace health, safety and welfare; personal behaviour and security in the workplace
Relationship to NOS:	COSVR641

Outcome

- 1 Comply with all workplace health, safety and welfare legislation requirements at all times

You will need to:

- 1.1 comply with all workplace health, safety and welfare legislation requirements at all times (P1)

You need to know and understand:

- 1.2 what and why health, safety and welfare legislation is relevant to the occupational area (K1)
- 1.3 what health, safety and welfare legislation notices and warning signs are relevant to the occupational area and associated equipment (K2)
- 1.4 how to comply with control measures identified by risk assessments and safe systems of work (K3)
- 1.5 why, when and how health and safety control equipment should be used (K4)

Range

- (1.3) **Notices and warning signs:**
statutory requirements and/or official guidance for the occupation and the work area

- (1.5) **Health and safety control equipment:**

identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- collective protective measures
 - local exhaust ventilation (LEV)
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
-

Outcome

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

You will need to:

- 2.1 recognise hazards, associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures (P2)

You need to know and understand:

- 2.2 the hazards associated with the work environment (K5)
 - 2.3 how changing circumstances can create hazards (K6)
 - 2.4 the method of reporting hazards in the workplace (K7)
-

Range

(2.2, 2.3) Hazards:

associated with the occupational area

- resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities
- current common safety risks
- current common health risks

(2.4) Reporting:

organisational recording procedures and statutory requirements

Outcome

- 3 Accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare

You will need to:

- 3.1 accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare (P3)
-

You need to know and understand:

- 3.2 what the organisational policies and procedures are for health, safety and welfare (K8)
 - 3.3 how to take active responsibility for health, safety and welfare (K9)
 - 3.4 how individual actions and behaviour may affect others (K10)
 - 3.5 what the types of fire extinguishers are and how and when they are used (K11)
-

Range

(3.2) **Policies and procedures:**

in accordance with organisational requirements

- dealing with accidents and emergencies associated with the type of work being undertaken and the work environment
- methods of receiving or sourcing information
- reporting
- stopping work
- evacuation
- fire risks and safe exit procedures
- consultation and feedback

(3.3) **Responsibility:**

behaviour that affects health, safety and welfare

- recognising when to stop work in the face of serious and imminent danger
- contributing to discussions and providing feedback
- reporting changed circumstances and incidents in the workplace
- adhering to the environmental requirements of the workplace

(3.5) **Fire extinguishers:**

water, CO₂, foam, powder, vaporising liquid and their uses

Outcome

- 4 Comply with and support all organisational security arrangements and approved procedures

You will need to:

- 4.1 comply with and support all organisational security arrangements and approved procedures (P4)

You need to know and understand:

- 4.2 how security arrangements are implemented in the workplace (K12)
-

Range

(4.2) **Security:**

organisational procedures relating to the workplace, general public, site personnel and resources

Unit 204

Conform to general workplace health, safety and welfare

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Comply with all workplace health, safety and welfare legislation:
 - avoid risk by complying with given information relating to induction, briefings and application of prior training (safe use of health and safety control equipment)
 - adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment
- P2 Recognise hazards created by changing circumstances and report them
- P3 Show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare
- P3 Comply with organisational policies and procedures relating to the following:
 - consideration of others
 - interpretation of given instructions to maintain safe systems of work
 - contributing to discussions (offer and provide feedback)
 - maintaining quality working practices
 - contributing to the maintenance of workplace welfare facilities
 - storage and use of equipment provided to keep people safe
 - disposal of waste and/or consumable items.
- P4 Comply with organisational procedures for maintaining the security of the workplace:
 - during the working day
 - on completion of the day's work
 - from unauthorised personnel (other operatives and/or the general public)
 - from theft.

Unit 205

Erect and dismantle access/working platforms

Unit level:	SCQF 5
Credit value:	11
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. erecting and dismantling access equipment suitable for the work operations
Relationship to NOS:	COSVR250

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, method statements, risk assessments, current
1.4) legislation and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- ladders/crawler boards
 - stepladders/platform steps
 - trestles
 - proprietary staging/podiums

- proprietary towers
 - mobile scaffold towers
 - protection equipment and notices
 - tools and ancillary equipment
- (1.2) **Resources:** methods of calculating quantity of equipment required for the method/procedure to erect and dismantle access/working platforms
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how personal protective equipment (PPE) should be used (K8)
-

Range

- (2.2) **Information:** specifications, method statements, risk assessments, current legislation and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Personal protective equipment (PPE):** occupational use, types, purpose of each type and work situations
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- ladders/crawler boards
- stepladders/platform steps
- trestles
- proprietary staging/podiums
- proprietary towers
- mobile scaffold towers
- protection equipment and notices
- tools and ancillary equipment

- (3.3) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

- (3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

- (3.5) **Methods of work:** application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:

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

- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with erecting and dismantling access/working platforms

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

(5.2) **Methods of work:** application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:

- provide protection to the work area
 - establish a base for equipment
-

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

(5.2) **Methods of work:** team work and communication

(5.2) **Methods of work:** needs of other occupations associated with erecting and dismantling access/working platforms

(5.2) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(5.3) **Maintenance:** operative care of hand tools and ancillary equipment

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)

Range

(6.2) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

Unit 205

Erect and dismantle access/working platforms

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of method statements, risk assessments, specifications and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of personal protective equipment (PPE)
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
- P3 Selection of resources associated with own work
 - materials and components
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P5 Demonstration of work skills to move, position/erect, secure, check, dismantle and remove
- P5 Use and maintain hand tools and ancillary equipment
- P5 Erect, dismantle and store at least two of the following access equipment to given access regulations
 - ladders/crawler boards
 - stepladders/platform steps
 - proprietary towers
 - trestle platforms
 - mobile scaffold towers
 - proprietary staging/podiums

- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 206

Prepare surfaces for painting/decorating

Unit level:	SCQF 5
Credit value:	27
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing surfaces in readiness to receive decorative/protective finishes in industrial and/or non-industrial situations
Relationship to NOS:	COSVR332

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- protective sheets and masking materials
 - degreasing agents for the removal of contaminants
 - cleaning agents
 - paint stripping materials and equipment

- fillers (single and two pack)
 - abrasives
 - surface treatment materials
 - rubbish containers/bags
 - access equipment
 - hand and/or powered tools and associated equipment
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures

- personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- protective sheets and masking materials
- degreasing agents for the removal of contaminants
- cleaning agents
- paint stripping materials and equipment
- fillers (single and two pack)
- abrasives
- surface treatment materials
- rubbish containers/bags
- access equipment
- hand and/or powered tools and associated equipment

methods of calculating quantity of materials associated with the method/procedure to prepare surfaces for painting/decorating

(3.2, 3.3, **Resources:** methods of calculating quantity of materials associated with the 3.4, 3.5) method/procedure to prepare surfaces for painting/decorating

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

- (3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - prepare bare, untreated substrates
 - prepare previously treated surfaces in sound condition
 - prepare previously treated surfaces with defects
 - remove surface contamination
 - remove toxic/hazardous materials from surfaces
 - remove existing painted and/or hung wall coverings
 - remove defective materials from timber, brick/stone/concrete, plaster, metal
 - fill, level and abrade surfaces
 - apply primer and sealers to bare substrates
 - apply special preparatory treatments to prepared surfaces
 - work around electrical fittings and pipework
 - use access equipment
 - use hand tools, power tools and associated equipment
- (3.5) **Methods of work:** team work and communication
- (3.5) **Methods of work:** needs of other occupations associated with preparing surfaces for painting/decorating
-

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
- (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
-

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - prepare bare, untreated substrates
 - prepare previously treated surfaces in sound condition
 - prepare previously treated surfaces with defects
 - remove surface contamination
 - remove toxic/hazardous materials from surfaces
 - remove existing painted and/or hung wall coverings
 - remove defective materials from timber, brick/stone/concrete, plaster, metal
 - fill, level and abrade surfaces
 - apply primer and sealers to bare substrates
 - apply special preparatory treatments to prepared surfaces
 - work around electrical fittings and pipework
 - use access equipment
 - use hand tools, power tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with preparing surfaces for painting/decorating
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and/or power tools and associated equipment

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

- (6.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Unit 206

Prepare surfaces for painting/decorating

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to wash, strip/scrape, abrade and key, mix, fill, level/flatten and brush-down
- P5 Use and maintain tools and associated equipment
- P5 Prepare, prime and seal exterior and/or interior surfaces for industrial and/or non-industrial situations to given working instructions for the following
 - bare substrates and previously painted/decorated surfaces in sound condition and featuring surface defects
 - existing covering/material requiring removal
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 207

Apply paint systems by brush and roller

Unit level:	SCQF 6
Credit value:	22
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. applying water-borne and/or solvent-borne coatings by brush and/or roller in industrial and/or non-industrial situations
Relationship to NOS:	COSVR333

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- water-borne and solvent-borne coatings
 - primers, intermediate coatings (undercoats) and finishes (single and two-pack coatings)

- single-product systems (e.g. emulsions, varnishes, timber colour treatments)
 - specialist coatings
 - solvents/thinners
 - knottings, proprietary sealers
 - brushes, rollers and other associated equipment
 - protective sheeting and masking materials
 - access equipment
 - hand tools and associated equipment
- (1.2) **Resources:** methods of calculating quantity of materials required associated with the method/procedure to paint by brush and roller
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
-

- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- water-borne and solvent-borne coatings
- primers, intermediate coatings (undercoats) and finishes (single and two-pack coatings)
- single-product systems (e.g. emulsions, varnishes, timber colour treatments)
- specialist coatings
- solvents/thinners
- knottings, proprietary sealers
- brushes, rollers and other associated equipment
- protective sheeting and masking materials
- access equipment
- hand tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of materials required associated 3.4, 3.5) with the method/procedure to paint by brush and roller

- (3.3) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

- (3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance
- (3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - prepare and apply water-borne and solvent-borne coatings by brush and roller
 - prepare coatings with activators
 - coat broad areas, linear/trim/narrow runs and detailed, complex structural/architectural items
 - stripe-coat surface features (industrial environment)
 - test wet and dry film thickness
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use brushes, rollers and associated tools and equipment
- (3.5) **Methods of work:** team work and communication
- (3.5) **Methods of work:** needs of other occupations associated with applying paint systems by brush and roller
-

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
- 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
- (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
-

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - prepare and apply water-borne and solvent-borne coatings by brush and roller
 - prepare coatings with activators
 - coat broad areas, linear/trim/narrow runs and detailed, complex structural/architectural items
 - stripe-coat surface features (industrial environment)
 - test wet and dry film thickness
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use brushes, rollers and associated tools and equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with applying paint systems by brush and roller
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of brushes, rollers and associated tools and equipment

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)

Range

(6.2) **Programme:** types of progress charts, timetables and estimated times

(6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 207

Apply paint systems by brush and roller

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 protection of the work and its surrounding area from damage
- P4 minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to match, mix, pour, dilute, load, lay-on, lay-off and cut-in
- P5 Use and maintain tools and associated equipment
- P5 Apply water-borne and/or solvent-borne coatings to internal and/or external surfaces for industrial and/or non-industrial situations, to given working instructions for linear/trim/narrow-runs, broad areas and detailed/complex work by brush and/or roller
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 208

Hang wallcoverings (standard papers)

Unit level:	SCQF 6
Credit value:	26
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. hanging foundation paper (cross), textured/relief and patterned finishing papers in non-complex locations
Relationship to NOS:	COSVR336

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- surface preparation materials
 - pastes and adhesives
 - wallpapers
 - protective sheeting
 - rubbish containers/bags

- access equipment
 - hand tools and associated equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to hang wallcoverings
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- surface preparation materials
- pastes and adhesives
- wallpapers
- protective sheeting
- rubbish containers/bags
- access equipment

hand tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to hang wallcoverings

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of surface to receive wallpaper
- prepare and apply pastes and adhesives
- prepare and hang paper to ceilings
- prepare and hang foundation paper, textured/relief and patterned finishing papers
- work to reveals and internal and external angles

- work around electrical fittings and pipework
- keep paper and adjacent surfaces clean
- use access equipment
- use tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with hanging wallcoverings

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of surface to receive wallpaper
 - prepare and apply pastes and adhesives
 - prepare and hang paper to ceilings
 - prepare and hang foundation paper, textured/relief and patterned finishing papers
 - work to reveals and internal and external angles
 - work around electrical fittings and pipework
 - keep paper and adjacent surfaces clean
 - use access equipment
- use tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with hanging wallcoverings
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 208

Hang wallcoverings (standard papers)

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to shade, measure, match and cut, mix and apply, fold, position, fix, trim and clean-off
- P5 Use and maintain hand tools and associated equipment
- P5 Establish start and finish point and hang standard papers of substantial length to given working instructions to the following areas
 - ceilings with any type of paper
 - walls with both internal and external angles using foundation paper (cross), textured/relief and patterned finishing papers
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 209

Hang wide-width vinyls

Unit level:	SCQF 6
Credit value:	22
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. hanging wide-width fabric-backed and paper-backed vinyls to walls
Relationship to NOS:	COSVR337

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- primer/sealer
 - adhesives
 - wide-width vinyls (fabric-backed and paper-backed)
 - protective sheeting
 - rubbish containers/bags

- access equipment
 - hand tools and associated equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure for papering operations
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- primer/sealer
- adhesives
- wide-width vinyls (fabric-backed and paper-backed)
- protective sheeting
- rubbish containers/bags
- access equipment
- hand tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure for papering operations

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surfaces
- prepare appropriate primer, sealer and adhesives
- prepare and hang paper-backed, fabric-backed non-woven and polyester acrylic backed vinyls to walls
- form joints using joint cutter or protective strip, knife and straight-edge
- work to broad wall areas with reveals and internal and external angles

- work around electrical fittings and pipework
- keep the material and adjacent surfaces clean
- use access equipment
- use tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with papering operations

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - prepare appropriate primer, sealer and adhesives
 - prepare and hang paper-backed, fabric-backed non-woven and polyester acrylic backed vinyls to walls
 - form joints using joint cutter or protective strip, knife and straight-edge
 - work to broad wall areas with reveals and internal and external angles
 - work around electrical fittings and pipework
 - keep the material and adjacent surfaces clean
 - use access equipment
 - use tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with papering operations
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 209

Hang wide-width vinyls

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - material
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to shade, measure, cut, mix and apply, fold, position and fix, trim and clean off
- P5 Use and maintain hand tools and associated equipment
- P5 Establish start and finish point, plan, cut and hang to sequence wide-width vinyl to given working instructions and manufacturer's instructions to the following
 - walls: hang paper-backed or fabric-backed vinyls
 - wall features: of broad areas with internal and external angles and reveals
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 210

Apply coatings by the airless spray method

Unit level:	SCQF 6
Credit value:	17
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. assembling and setting up the spray system 6. applying coatings by airless spray equipment 7. cleaning out and maintaining the airless spray equipment
Relationship to NOS:	COSVR339

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements, manufacturers' information and paint sprayer's instructions
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne coatings

- masking materials: masking tape, masking paper, dust sheets, masking shield
 - two-pack coatings (base, activator and solvents)
 - protective sheeting
 - access equipment
 - hand tools, film thickness gauges, airless spray equipment and ancillary equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to apply coatings by the airless spray method
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding first aid procedures, potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities (to include fluid injection)
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne coatings
- masking materials: masking tape, masking paper, dust sheets, masking shield
- two-pack coatings (base, activator and solvents)
- protective sheeting
- access equipment
- hand tools, film thickness gauges, airless spray equipment and ancillary equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to apply coatings by the airless spray method

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surfaces
- provide protection by sheeting, masking and removing items
- assemble component parts to form paint spraying equipment

- prepare coatings: single pack and two pack systems
- load, operate, maintain (during use) and monitor the paint spray equipment
- establish air-change requirements in confined areas
- assemble, set up, operate and shut down spray equipment
- use correct spray gun technique on broad areas, angles, linear items and complex structural features
- plan the safeguard of operatives and the general public from spraying activities
- troubleshoot spray equipment problems
- troubleshoot coating problems
- measure wet and dry film thickness with gauges
- handle coatings that contain activator
- shut down, clean and store equipment
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- use access equipment
- use hand tools and ancillary equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with applying coatings by the airless spray method

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from spraying operations, general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - provide protection by sheeting, masking and removing items
 - assemble component parts to form paint spraying equipment
 - prepare coatings: single pack and two pack systems
 - load, operate, maintain (during use) and monitor the paint spray equipment
 - establish air-change requirements in confined areas
 - assemble, set up, operate and shut down spray equipment
 - use correct spray gun technique on broad areas, angles, linear items and complex structural features
 - plan the safeguard of operatives and the general public from spraying activities
 - troubleshoot spray equipment problems
 - troubleshoot coating problems
 - measure wet and dry film thickness with gauges
 - handle coatings that contain activator
 - shut down, clean and store equipment
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use hand tools and ancillary equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with applying coatings by the airless spray method
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools, spray equipment and ancillary equipment

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 210

Apply coatings by the airless spray method

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to prepare, load, protect, communicate, measure, assemble, position, secure and clean
- P5 Use and maintain hand tools, airless spray equipment and ancillary equipment
- P5 Set up spray equipment to achieve the finish stated in the given working instructions, relating to the following
 - preparation of coatings
 - loading the system
 - monitor and maintain supply

- P5 Apply water-borne and/or solvent-borne coatings by airless spray to given working instructions for the following
 - broad work
 - linear and structural components
- P5 Check wet film thickness (as specified)
- P5 Shut down and clean out spray equipment
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 211

Apply coatings by the air spray method

Unit level:	SCQF 6
Credit value:	27
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. assembling and setting up the high volume low pressure (HVLP) air spray systems 6. applying coatings with air spray equipment 7. cleaning out and maintaining the air spray equipment
Relationship to NOS:	COSVR340

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements, manufacturers' information and paint sprayer's instructions
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne coatings
 - masking materials: masking tape, masking paper, dust sheets, masking shield

- two-pack coatings (base, activator and solvents)
 - protective sheeting
 - access equipment
 - hand tools, film thickness gauges and air spray equipment (high volume low pressure [HVLP] systems) and ancillary equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to apply coatings by the air spray method
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements, manufacturers' information and paint sprayer's instructions
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding first aid procedures, potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities (to include air injection)
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne coatings
- masking materials: masking tape, masking paper, dust sheets, masking shield
- two-pack coatings (base, activator and solvents)
- protective sheeting
- access equipment
- hand tools, film thickness gauges and air spray equipment (high volume low pressure [HVLV] systems) and ancillary equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to apply coatings by the air spray method

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements

- check suitability of previously prepared surfaces
- provide protection by sheeting, masking and removing items
- assemble component parts to form spraying equipment (high volume low pressure [HVL] systems)
- prepare coatings: single-pack and two-pack systems
- load, operate, maintain (during use) and monitor the paint spray equipment
- establish air-change requirements in confined areas
- assemble, set up, operate and shut down spray equipment
- use correct spray gun technique on broad areas, angles, linear items and complex structural features
- plan the safeguard of operatives and the general public from spraying activities
- troubleshoot spray equipment problems
- troubleshoot coating problems
- measure wet and dry film thickness with gauges
- handle coatings that contain activator
- shut down, clean and store equipment
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- use access equipment
- use hand tools and ancillary equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with applying coatings by the air spray method

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from spraying operations, general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - provide protection by sheeting, masking and removing items
 - assemble component parts to form spraying equipment (high volume low pressure [HVLP] systems)
 - prepare coatings: single-pack and two-pack systems
 - load, operate, maintain (during use) and monitor the paint spray equipment
 - establish air-change requirements in confined areas
 - assemble, set up, operate and shut down spray equipment
 - use correct spray gun technique on broad areas, angles, linear items and complex structural features
 - plan the safeguard of operatives and the general public from spraying activities
 - troubleshoot spray equipment problems
 - troubleshoot coating problems
 - measure wet and dry film thickness with gauges
 - handle coatings that contain activator
 - shut down, clean and store equipment
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use hand tools and ancillary equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with applying coatings by the air spray method
- (5.2) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of spray equipment, associated hand tools and ancillary equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 211

Apply coatings by the air spray method

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to prepare, load, protect, communicate, measure, assemble, position, secure and clean
- P5 Use and maintain hand tools, air spray equipment and ancillary equipment
- P5 Set up spray equipment (high volume low pressure [HVLP] systems) to achieve the finish stated in the given working instructions, relating to
 - preparation of coatings
 - loading the system
 - monitor and maintain supply
- P5 Apply water-borne and/or solvent-borne coatings by high volume low pressure [HVLP] air spray systems to given working instructions for the following
 - broad work

- linear and structural components
- P5 Check wet film thickness (as specified)
- P5 Shut down and clean out spray equipment
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 212

Produce and apply complex stencil designs

Unit level:	SCQF 7
Credit value:	21
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. producing specialist involved, elaborate or intricate designs for stencils 6. positioning and applying specialist involved, elaborate or intricate stencil designs to surfaces
Relationship to NOS:	COSVR342

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne paints

- stencil plate materials
 - protective sheeting and masking materials
 - rubbish containers/bags
 - access equipment
 - hand tools and associated equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to produce and apply stencil designs
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
-

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne paints
- stencil plate materials
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to produce and apply stencil designs

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish/ground

- form, manufacture and set out single and multi-plate stencils, including ties
- adjust dilution of coating to appropriate viscosity
- register and produce stencil designs using water-borne and solvent-borne paints for linear runs and full-wall applications
- produce graduated effects by brush, sponge and spray
- maintain the integrity of the stencil plate (cleanliness and structure)
- apply protective glaze/varnish
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing and applying stencil designs

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring up to suitable finish/ground
 - form, manufacture and set out single and multi-plate stencils, including ties
 - adjust dilution of coating to appropriate viscosity
 - register and produce stencil designs using water-borne and solvent-borne paints for linear runs and full-wall applications
 - produce graduated effects by brush, sponge and spray
 - maintain the integrity of the stencil plate (cleanliness and structure)
 - apply protective glaze/varnish
 - use access equipment
 - use hand tools and associated equipment
- (5.3) **Methods of work:** team work and communication
- (5.3) **Methods of work:** needs of other occupations associated with producing and applying stencil designs
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

- (6.2) **Programme:** types of progress charts, timetables and estimated times
-

- (6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 212

Produce and apply complex stencil designs

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to protect, match, scale, draw, cut out, set out, mix, pour, dilute, position, secure, apply and transfer
- P5 Use and maintain hand tools and associated equipment
- P5 Form, manufacture and set out involved, elaborate or intricate single-plate and multi-plate stencils
- P5 Position, register and produce stencil designs on surfaces of linear runs and/or full-wall applications using water-borne and/or solvent-borne paints to given working instructions
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 213

Hang wallcoverings to complex surfaces

Unit level:	SCQF 7
Credit value:	32
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. hanging any wall covering type to complex and demanding architectural features that require careful handling and trimming
Relationship to NOS:	COSVR343

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
- 1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
 - surface preparation materials
 - pastes and adhesives
 - wallpapers

- protective sheeting
 - rubbish containers/bags
 - access equipment
 - hand tools and associated equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to hang wallcoverings to complex surfaces
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures

- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

3 Select the required quantity and quality of resources for the methods of work

You will need to:

3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)

3.3 how the resources should be used and how any problems associated with the resources are reported (K10)

3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)

3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- surface preparation materials
- pastes and adhesives
- wallpapers
- protective sheeting
- rubbish containers/bags
- access equipment
- hand tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to hang wallcoverings to complex surfaces

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of surface to receive wallpaper
- prepare pastes and adhesives

- prepare and hang matching patterned paper to ceilings
- prepare and hang foundation papers, textured/relief and patterned finishing papers
- prepare and hang paper to: sloping ceilings; free-standing columns/pillars; stairwells; walls with both internal and external angles; ceilings of above average span; alcoves/niches/arches
- work around electrical fittings and pipework
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with hanging wallcoverings to complex surfaces

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
 5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of surface to receive wallpaper
 - prepare pastes and adhesives
 - prepare and hang matching patterned paper to ceilings
 - prepare and hang foundation papers, textured/relief and patterned finishing papers
 - prepare and hang paper to: sloping ceilings; free-standing columns/pillars; stairwells; walls with both internal and external angles; ceilings of above average span; alcoves/niches/arches
 - work around electrical fittings and pipework
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with hanging wallcoverings to complex surfaces
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 213

Hang wallcoverings to complex surfaces

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to shade, measure, match and cut, mix and apply, fold, position, fix, trim and clean-off
- P5 Use and maintain hand tools and associated equipment
- P5 Establish start and finish point and hang substantial length foundation or finishing papers to given working instructions for at least three of the following, including at least one with a matching patterned paper
 - sloping ceilings
 - free-standing columns and/or pillars
 - stairwells
 - ceilings (above average span)
 - alcoves and/or niches and/or arches

- walls with both internal and external angles
- P5 Work around electrical fittings and pipework
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 214

Hang wallcoverings (specialised papers)

Unit level:	SCQF 8
Credit value:	28
Unit aim:	This unit, in the context of your occupation and work environment, is about: <ol style="list-style-type: none">1. interpreting information2. adopting safe and healthy working practices3. selecting and preparing materials and associated equipment4. providing protection to the work area5. hanging wallcoverings that have specialist/non-routine handling requirements
Relationship to NOS:	COSVR346

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- surface preparation materials
 - appropriate pastes/adhesives
 - specialised wallcoverings
 - protective sheeting for the work area, cotton gloves

- rubbish containers/bags
 - access equipment
 - hand tools and associated equipment for specialised wallcoverings
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to hang specialised paper wallcoverings
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
-

- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- surface preparation materials
- appropriate pastes/adhesives
- specialised wallcoverings
- protective sheeting for the work area, cotton gloves
- rubbish containers/bags
- access equipment
- hand tools and associated equipment for specialised wallcoverings

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to hang specialised paper wallcoverings

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of surface to receive wallpaper
- prepare adhesives/pastes
- protect specialised papers when handling

- prepare and hang paper-backed fabric; lincrusta; hand-prints; flock murals, hessian, wool/silk strand and metallic
- work to broad wall areas with reveals and internal and external angles
- work around electrical fittings and pipework
- keep the wallcoverings' surface and adjacent surfaces clean
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with hanging specialised paper wallcoverings

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of surface to receive wallpaper
 - prepare adhesives/pastes
 - protect specialised papers when handling
 - prepare and hang paper-backed fabric; lincrusta; hand-prints; flock murals, hessian, wool/silk strand and metallic
 - work to broad wall areas with reveals and internal and external angles
 - work around electrical fittings and pipework
 - keep the wallcoverings' surface and adjacent surfaces clean
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with hanging specialised paper wallcoverings
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 214

Hang wallcoverings (specialised papers)

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to shade, measure, match and cut, mix and apply, fold, position, fix, trim, handle and clean-off
- P5 Use and maintain hand tools and associated equipment
- P5 Hang at least three different specialised wallcoverings (e.g. paper-backed fabric, lincrusta, hand-print, flock, murals, hessian, wool/silk strand, metallic) to given working instructions to walls with internal and external angles
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 215

Produce comb textured finishes

Unit level:	SCQF 7
Credit value:	16
Unit aim:	This unit, in the context of your occupation and work environment, is about: <ol style="list-style-type: none">1. interpreting information2. adopting safe and healthy working practices3. selecting and preparing materials and associated equipment4. providing protection to the work area5. providing all necessary preparation to surfaces that are to be textured6. preparing the texturing material7. producing texture finishes using combs
Relationship to NOS:	COSVR347

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
 - powder-based and ready-mixed texturing materials
 - sealer

- protective sheeting and masking materials
 - rubbish containers/bags
 - access equipment
 - tools and associated equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to produce comb textured finishes
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures

- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- powder-based and ready-mixed texturing materials
- sealer
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- tools and associated equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to produce comb textured finishes

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- prepare surfaces for texturing (new and previously textured)
- prepare texturing materials
- produce a circle/fan pattern design

- produce other comb designs as found in trade/manufacturer's literature
- work around electrical fittings and pipework
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing comb textured finishes

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - prepare surfaces for texturing (new and previously textured)
 - prepare texturing materials
 - produce a circle/fan pattern design
 - produce other comb designs as found in trade/manufacturer's literature
 - work around electrical fittings and pipework
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing comb textured finishes
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 215

Produce comb textured finishes

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, apply, brush/trowel, comb and clean
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare materials and produce combed textured finishes to walls and/or ceilings to given working instructions of circle/fan pattern and one other manufacturers' recognised comb design
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 216

Apply metal leaf to surfaces

Unit level:	SCQF 7
Credit value:	22
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials associated and equipment 4. providing protection to the work area 5. applying loose leaf metal and/or transfer metal to previously prepared surfaces
Relationship to NOS:	COSVR348

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- loose leaf metal or transfer metal
 - gold size
 - barrier coat
 - cotton wool

- rubbish containers/bags and skewing bags
 - access equipment
 - hand and associated equipment
- (1.2) **Resources:** methods of calculating the quantity of material required associated with the method/procedure to apply metal leaf to surfaces
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
-

- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- loose leaf metal or transfer metal
- gold size
- barrier coat
- cotton wool
- rubbish containers/bags and skewing bags
- access equipment
- hand and associated equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of material required 3.4, 3.5) associated with the method/procedure to apply metal leaf to surfaces

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surfaces
- clean surfaces for application
- prepare and apply suitable barrier coat

- identify starting and finishing points
- prepare and apply solvent-borne and water-borne gold size and loose leaf metal and transfer metal to flat and irregular surfaces
- remove barrier coat from finished work
- burnish metal surface
- apply protective coatings
- skew surplus
- identify how atmospheric conditions affect coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with applying metal leaf to surfaces

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surfaces
 - clean surfaces for application
 - prepare and apply suitable barrier coat
 - identify starting and finishing points
 - prepare and apply solvent-borne and water-borne gold size and loose leaf metal and transfer metal to flat and irregular surfaces
 - remove barrier coat from finished work
 - burnish metal surface
 - apply protective coatings
 - skew surplus
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with applying metal leaf to surfaces
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)

Range

- (6.2) **Programme:** types of progress charts, timetables and estimated times
- (6.2) **Programme:** organisational procedures for reporting circumstances which will affect

Unit 216

Apply metal leaf to surfaces

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 demonstration of work skills to apply, cut, pick-up, lay-on and burnish
- P5 Use and maintain hand tools and associated equipment
- P5 Apply appropriate barrier coat as specified
- P5 Apply gold size and loose leaf metal and/or transfer metal and burnish to given working instructions, relating to the following areas
 - flat areas
 - detailed/ornate areas
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 217

Install coving and decorative mouldings

Unit level:	SCQF 5
Credit value:	11
Unit aim:	This unit, in the context of your occupation and work environment, is about: <ol style="list-style-type: none">1. interpreting information2. adopting safe and healthy working practices3. selecting and preparing materials and associated equipment4. providing protection to the work area5. installing coving and decorative mouldings
Relationship to NOS:	COSVR646

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- sealers
 - adhesives
 - coving
 - decorative mouldings and lightweight centre-pieces
 - access equipment

- protective sheeting and masking materials
 - rubbish container/bag
 - fixing, coving tools and equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to install coving and decorative mouldings
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
-

- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- sealers
- adhesives
- coving
- decorative mouldings and lightweight centre-pieces
- access equipment
- protective sheeting and masking materials
- rubbish container/bag
- fixing, coving tools and equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to install coving and decorative mouldings

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements

- prepare surfaces for coving and decorative mouldings, including lightweight centre piece installation
- prepare, cut and secure coving and decorative mouldings, including lightweight centre pieces and finish joints
- prepare adhesives
- work around electrical fittings and pipework
- identify how atmospheric conditions affect the installations and their application
- identify the working life of prepared materials
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with installing coving and decorative mouldings

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - prepare surfaces for coving and decorative mouldings, including lightweight centre piece installation
 - prepare, cut and secure coving and decorative mouldings, including lightweight centre pieces and finish joints
 - prepare adhesives
 - work around electrical fittings and pipework
 - identify how atmospheric conditions affect the installations and their application
 - identify the working life of prepared materials
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with installing coving and decorative mouldings
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 217

Install coving and decorative mouldings

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 demonstration of work skills to mix, manipulate, level, clean, measure, cut, position, joint, secure, fill and smooth
- P5 Use and maintain tools and associated equipment
- P5 Cut and install coving and decorative mouldings to form straight runs and internal and external angles to given working instructions
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 218

Apply coatings to produce textured finishes

Unit level:	SCQF 5
Credit value:	14
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing for and applying coatings to produce textured finishes 6. producing brush, stippler and roller textured finishes
Relationship to NOS:	COSVR647

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- powder-based and ready-mixed texturing materials

- sealers
 - access equipment
 - protective sheeting and masking materials
 - rubbish container/bag
 - texturing, tools and equipment
- (1.2) **Resources:** methods of calculating the quantity of materials required associated with the method/procedure to apply coatings to produce textured finishes
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K1)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative

- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- powder-based and ready-mixed texturing materials
- sealers
- access equipment
- protective sheeting and masking materials
- rubbish container/bag
- texturing, tools and equipment

(3.2, 3.3, **Resources:** methods of calculating the quantity of materials required 3.4, 3.5) associated with the method/procedure to apply coatings to produce textured finishes

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- prepare surfaces for texturing (new and previously textured)
- produce a range of recognised brush, stippler and roller textured finishes
- prepare texturing coatings
- lay-on texturing material to surfaces
- work around electrical fittings and pipework
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with the application of coatings to produce textured finishes

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - prepare surfaces for texturing (new and previously textured)
 - produce a range of recognised brush, stippler and roller textured finishes
 - prepare texturing coatings
 - lay-on texturing material to surfaces
 - work around electrical fittings and pipework
 - identify how atmospheric conditions affect coatings and their application process
 - identify the working life of prepared materials
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with the application of coatings to produce textured finishes
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 218

Apply coatings to produce textured finishes

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, lay-on, manipulate, clean, wash, measure, fill and smooth
- P5 Use and maintain tools and associated equipment
- P5 Mix and apply coatings to given working instructions and produce the following textured finishes
 - stippled design
 - one other recognised design produced by brush/stippler/roller
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 219

Produce broken colour effects

Unit level:	SCQF 5
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: <ol style="list-style-type: none">1. interpreting information2. adopting safe and healthy working practices3. selecting and preparing materials and associated equipment4. providing protection to the work area5. preparing grounds and producing broken colour effects
Relationship to NOS:	COSVR648

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne proprietary scumbles and scumble glazes
 - paints, stainers, binders, solvents/thinners, pigments, glaze/varnish, driers
 - draggers, bags, rag-rolling materials, natural sponges, stipplers, other items for working scumble

- protective sheeting and masking materials
 - rubbish containers/bags
 - access equipment
 - hand tools and broken colour work equipment
- (1.2) **Resources:** methods of calculating quantity of material required associated with the method/procedure to produce broken colour effects
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures

- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents/thinners, pigments, glaze/varnish, driers
- draggers, bags, rag-rolling materials, natural sponges, stipplers, other items for working scumble
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and broken colour work equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of material required associated 3.4, 3.5) with the method/procedure to produce broken colour effects

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish/ground

- prepare paint/scumble products (proprietary and self-produced)
- prepare brushes, rollers, specialised tools and equipment
- produce broken colour effects of rag-rolling, bagging, dragging, brush and sponge stippling, wiping-off relief surfaces and colour washing
- decorate broad and linear areas
- apply protective glaze/varnish over decorative effects
- identify how atmospheric conditions affect coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing broken colour effects

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring up to suitable finish/ground
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, rollers, specialised tools and equipment
 - produce broken colour effects of rag-rolling, bagging, dragging, brush and sponge stippling, wiping-off relief surfaces and colour washing
 - decorate broad and linear areas
 - apply protective glaze/varnish over decorative effects
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing broken colour effects
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

- (6.2) **Programme:** types of progress charts, timetables and estimated times
-

- (6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 219

Produce broken colour effects

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to protect, match, mix, pour, dilute, lay-on, lay-off, cut-in, roll, bag, drag, stipple and wipe off
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality ground and produce broken colour effects to broad and linear/trim areas, using water-borne or solvent-borne scumbles (proprietary and/or self-produced), to given working instructions for at least two of the following
 - rag-rolling
 - bagging
 - dragging
 - brush and sponge stippling

- wiping-off relief surfaces
 - colour washing
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 220

Produce stencil designs using pre-cut stencil plates

Unit level:	SCQF 5
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing grounds 6. positioning pre-cut stencil plates and applying paint to produce stencil designs
Relationship to NOS:	COSVR649

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne coatings

- stainers, solvents/thinners, driers and glaze/varnish
 - pre-cut stencil plates
 - protective sheeting and masking materials
 - rubbish containers/bags
 - access equipment
 - paint application equipment, stencilling tools and stencil setting-out equipment
- (1.2) **Resources:** methods of calculating quantity of material required associated with the method/procedure to produce stencil designs
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative

- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne coatings
- stainers, solvents/thinners, driers and glaze/varnish
- pre-cut stencil plates
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- paint application equipment, stencilling tools and stencil setting-out equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of material required associated 3.4, 3.5) with the method/procedure to produce stencil designs

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

- (3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring up to suitable finish/ground
 - prepare paint products
 - prepare brushes, rollers, specialised tools and equipment
 - set out and position pre-cut stencil plates
 - apply stencil designs to linear runs and walls
 - apply stencil designs using brush, roller and spray equipment
 - maintain the integrity of the stencil plate (cleanliness and structure)
 - apply protective glaze/varnish
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (3.5) **Methods of work:** team work and communication
- (3.5) **Methods of work:** needs of other occupations associated with producing stencil designs
-

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
- (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
-

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification
-

You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring up to suitable finish/ground
 - prepare paint products
 - prepare brushes, rollers, specialised tools and equipment
 - set out and position pre-cut stencil plates
 - apply stencil designs to linear runs and walls
 - apply stencil designs using brush, roller and spray equipment
 - maintain the integrity of the stencil plate (cleanliness and structure)
 - apply protective glaze/varnish
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing stencil designs
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)

Range

(6.2) **Programme:** types of progress charts, timetables and estimated times

(6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 220

Produce stencil designs using pre-cut stencil plates

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to protect, move, match, mix, pour, dilute, position, secure, apply and transfer
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality ground, set out and position pre-cut stencils to produce stencil designs using water-borne or solvent-borne coatings to linear runs and/or wall applications to given working instructions
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 221

Produce straight grained effects

Unit level:	SCQF 5
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing grounds and producing grained finishes to replicate known timber
Relationship to NOS:	COSVR650

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne proprietary scumbles and scumble glazes
 - paints, stainers, binders, solvents, pigments, glaze/varnish, driers
 - protective sheeting and masking materials
 - rubbish containers/bags

- access equipment
 - hand tools and equipment
- (1.2) **Resources:** methods of calculating quantity of materials required associated with the method/procedure to produce quality replica grained finishes
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
-

- local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, glaze/varnish, driers
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of materials required associated 3.4, 3.5) with the method/procedure to produce quality replica grained finishes

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica grained finishes for soft and hard woods
-

- apply to doors, panelling and linear/trim work
- complete work in stages
- identify how atmospheric conditions affect the coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing quality replica grained finishes

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica grained finishes for soft and hard woods
 - apply to doors, panelling and linear/trim work
 - complete work in stages
 - identify how atmospheric conditions affect the coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing quality replica grained finishes
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 221

Produce straight grained effects

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, blend, pour, dilute, mask, lay-on, drag, soften, overgrain, flog, comb and wipe out
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality grounds and produce the following replica grained finishes on broad and linear work, by at least two distinct stages, using water-borne and/or solvent-borne scumble to given working instructions
 - oak (any two): quarter sawn, heartwood, straight grain
 - mahogany (any two): heartwood, straight grain, feather cut
- P5 Apply protective finish
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 222

Produce quality replica grained finishes

Unit level:	SCQF 5
Credit value:	20
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing grounds and producing grained finishes to replicate known timber
Relationship to NOS:	COSVR651

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne proprietary scumbles and scumble glazes
 - paints, stainers, binders, solvents, pigments, glaze/varnish, driers
 - protective sheeting and masking materials
 - rubbish containers/bags

- access equipment
 - hand tools and equipment
- (1.2) **Resources:** methods of calculating quantity of materials required associated with the method/procedure to produce quality replica grained finishes
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
-

- local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, glaze/varnish, driers
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of materials required associated 3.4, 3.5) with the method/procedure to produce quality replica grained finishes

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica grained finishes for soft and hard woods
-

- apply to doors, panelling and linear/trim work
- complete work in stages
- identify how atmospheric conditions affect the coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing quality replica grained finishes

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica grained finishes for soft and hard woods
 - apply to doors, panelling and linear/trim work
 - complete work in stages
 - identify how atmospheric conditions affect the coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing quality replica grained finishes
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 222

Produce quality replica grained finishes

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, blend, pour, dilute, mask, lay-on, drag, soften, overgrain, flog, comb and wipe out
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality grounds and produce the following replica grained finishes on broad and linear work, by at least two distinct stages, using water-borne and/or solvent-borne scumble to given working instructions
 - oak (any two): quarter sawn, heartwood, straight grain
 - mahogany (any two): heartwood, straight grain, feather cut
- P5 Apply protective finish
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 223

Produce marbling effects

Unit level:	SCQF 5
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting and preparing materials and associated equipment 4. providing protection to the work area 5. preparing grounds and producing marbling effects
Relationship to NOS:	COSVR652

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

(1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne proprietary scumbles and scumble glazes
 - paints, stainers, binders, solvents, pigments, driers, glaze/varnish
 - protective sheeting and masking materials
 - rubbish containers/bags
 - access equipment

- hand tools and equipment associated with marbling
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to produce marbling effects
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, driers, glaze/varnish
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and equipment associated with marbling

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to produce marbling effects

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish/ground
- prepare paint/scumble products (proprietary and self-produced)
- prepare brushes, rollers, specialised tools and equipment
- produce marbling effects
- apply marbling effects to broad and linear work
- complete work in stages

- apply protective glaze/varnishes to marbled work
- identify how atmospheric conditions affect coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing marbling effects

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K13)
 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

Range

- (4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions
 (4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
-

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)
 5.3 how maintenance of tools and equipment is carried out (K16)
-

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring up to suitable finish/ground
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, rollers, specialised tools and equipment
 - produce marbling effects
 - apply marbling effects to broad and linear work
 - complete work in stages
 - apply protective glaze/varnishes to marbled work
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
 - use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing marbling effects
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment
-

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)
-

Range

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

Unit 223

Produce marbling effects

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, blend, pour, dilute, lay-on, stipple, soften, feather and wipe out
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality grounds and produce marbling effects using water-borne scumbles and/or solvent-borne scumbles to given working instructions on broad and linear work
- P5 Apply protective finish
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 224

Produce quality replica marble finishes

Unit level:	SCQF 6
Credit value:	15
Unit aim:	This unit, in the context of your occupation and work environment, is about: <ol style="list-style-type: none">1. interpreting information2. adopting safe and healthy working practices3. selecting and preparing materials and associated equipment4. providing protection to the work area5. preparing grounds and producing finishes to replicate known marble types
Relationship to NOS:	COSVR653

Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

Range

- (1.2, 1.3, **Information:** specifications, current legislation, risk assessments, method
1.4) statements and manufacturers' information

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- water-borne and solvent-borne proprietary scumbles and scumble glazes
 - paints, stainers, binders, solvents, pigments, glaze/varnish, driers
 - protective sheeting and masking materials
 - rubbish containers/bags

- access equipment
 - hand tools and equipment
- (1.2) **Resources:** methods of calculating quantity of materials required associated with the method/procedure to produce quality replica marble finishes
- (1.4) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
-

Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** specifications, current legislation, risk assessments, method statements and manufacturers' information
- (2.2) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling
- (2.3) **Emergencies:** operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
 - emergencies relating to occupational activities
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
-

- local exhaust ventilation (LEV)
-

Outcome

- 3 Select the required quantity and quality of resources for the methods of work

You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, glaze/varnish, driers
- protective sheeting and masking materials
- rubbish containers/bags
- access equipment
- hand tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity of materials required associated 3.4, 3.5) with the method/procedure to produce quality replica marble finishes

(3.3) **Problems:** those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:** those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica marble finishes
-

- apply marble finishes to broad and linear work
- complete work in stages
- identify how atmospheric conditions affect coatings and their application process
- use access equipment
- use hand tools and associated equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with producing quality replica marble finishes

Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

You will need to:

4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

You need to know and understand:

4.2 how to protect work from damage and the purpose of protection (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:** environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

You will need to:

5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

You need to know and understand:

5.2 how methods of work, to meet the specification, are carried out and problems reported (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

Range

- (5.2) **Methods of work:** application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
- establish access requirements
 - check suitability of previously prepared surface and bring to appropriate finish and ground colour
 - identify materials for inclusion in scumbles
 - prepare paint/scumble products (proprietary and self-produced)
 - prepare brushes, specialised tools and equipment
 - produce high quality replica marble finishes
 - apply marble finishes to broad and linear work
 - complete work in stages
 - identify how atmospheric conditions affect coatings and their application process
 - use access equipment
- use hand tools and associated equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with producing quality replica marble finishes
- (5.2) **Problems:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (5.3) **Maintenance:** operative care of hand tools and associated equipment

Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K17)

Range

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

Unit 224

Produce quality replica marble finishes

Supporting Information

Evidence requirements

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Interpretation of specifications, current regulations, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to mix, blend, pour, dilute, mask, lay-on, stipple, soften, feather, open-up, and wipe out
- P5 Use and maintain hand tools and associated equipment
- P5 Prepare high quality grounds and produce replica marble finishes on board and linear work, by at least two distinct stages, using water-borne and/or solvent-borne scumble to given working instructions for at least two of the following
 - Carrara
 - Verte De Mer
 - Sienna
- P5 Apply protective finish

- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Appendix 1 Sources of general information

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

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

Specifically, the document includes sections on:

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

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

- SQA Regulatory Principles Version 2 (December 2014)
- 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 2 Useful contacts

UK learners

General qualification information

E: learnersupport@cityandguilds.com

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates,
Registrations/enrolment, Invoices,
Missing or late exam materials,
Nominal roll reports, Results

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification,
Missing or late exam materials,
Incorrect exam papers, Forms request
(BB, results entry), Exam date and time
change

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices,
Missing or late exam materials,
Nominal roll reports

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username,
Technical problems, Entries, Results, e-
assessment, Navigation, User/menu
option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,
Consultancy

E: business@cityandguilds.com

Publications

Logbooks, Centre documents, Forms,
Free literature

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City & Guilds

1 Giltspur Street

London EC1A 9DD

www.cityandguilds.com
