



Qualification Specification

ProQual Level 1 Award in Basic Construction Skills – Groundworks

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Introduction

The ProQual Level 1 Award in Basic Construction Skills – Groundworks provides an introduction to working in the construction industry. It is appropriate for individuals of any age who are interested in learning more about working in construction

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Profile

Qualification title	ProQual Level 1 Award in Basic Construction Skills – Groundworks
Ofqual qualification number	603/7811/6
Level	1
Total Qualification Time	105 hours (120 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	24/8/2021
Qualification end date	

Qualification Structure

Candidates must complete NINE Mandatory units:

Mandatory Units – complete ALL units			
Unit number	Unit Title	Level	GLH
L/618/8289	Introduction to construction	1	5
F/618/8290	Site safety, roles and responsibilities	1	5
J/618/8291	Introducing levelling in construction	1	15
L/618/8292	Operating a petrol driven cut off saw	2	15
R/618/8293	Introducing concreting skills	1	15
Y/618/8294	Introducing drainage skills	1	15
D/618/8295	Introducing kerblaying skills	1	15
L/503/6423	Operating a ride on roller	2	30
M/503/6415	Operating a forward tipping dumper	2	30

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

ProQual Level 1 Award in Basic Construction Skills – Groundworks

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit L/618/8289

Introduction to Construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know what a construction site is	1.1 Describe a construction site
2 Know different types of construction	2.1 List construction types
3 Know about different types of career opportunities available in construction	3.1 Describe different types of career opportunities in construction
4 Know about different types of organisations offering career opportunities in construction	4.1 Describe different types of organisations that offer career opportunities in construction
5 Understand how career choices can impact upon an individual's lifestyle	5.1 Describe how an individual's lifestyle may be influenced by the career choices they make
6 Understand how to progress in their chosen career with the construction industry	6.1 Describe how an individual can progress their career within the construction industry
7 Be able to work responsibly with others	7.1 Demonstrate good team working skills by working responsibly and co-operatively
8 Be able to seek and respond to guidance when working as part of a team	8.1 Follow instructions when working with others 8.2 Communicate appropriately when working with others
9 Know that an employer has responsibility for the occupational health of their employees	9.1 Demonstrate their understanding of: a) occupational health b) mental health c) health and wellbeing
10. Understand how technology has an impact in a construction work environment	10.1 Identify three examples of new or emerging types of technology used in a construction workplace
11 Be able to maintain a record of their own training and development	11.1 Maintain a personal development portfolio to demonstrate their commitment to lifelong learning, to include: a) identifying their knowledge, skills and competence b) a record of their training and development activities

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit F/618/8290

Site safety, roles and responsibilities

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the roles and responsibilities for working in the construction sector	1.1 Describe the importance of their own role as : <ul style="list-style-type: none"> a) a groundworker b) a plant operator 1.2 Describe how own role links to the wider construction sector 1.3 Describe the main roles and responsibilities of representative bodies that influence the construction sector 1.4 State employee rights and responsibilities under Employment Law 1.5 Describe how related legislation can support employees in the workplace 1.6 Describe employer responsibilities in the workplace 1.7 Identify sources and types of information and advice on own employment rights and responsibilities
2 Know the importance of health and safety on construction sites	2.1 State the legislation that covers health and safety on construction sites 2.2 Identify the health and safety responsibilities of individuals on construction sites
3 Know potential risks and hazards on construction sites	3.1 Identify potential risks and hazards on construction sites, for: <ul style="list-style-type: none"> a) groundworking b) plant operation 3.2 Describe how potential risks and hazards can be reduced on construction sites 3.3 Describe hazard warning signs and symbols used on construction sites
4 Know the emergency and accident procedures on construction sites	4.1 Describe evacuation procedures for a construction site 4.2 Describe procedures for reporting accidents and incidents 4.3 State where to obtain assistance to deal with injuries

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit J/618/8291

Introducing levelling in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the resources required to transfer levels	1.1 Identify the resources
2 Be able to check the accuracy of levelling equipment	2.1 Check for accuracy of levelling: <ul style="list-style-type: none">• spirit level• straight level
3 Be able to transfer levels	3.1 Transfer levels: <ul style="list-style-type: none">• from a given datum point around a room• across ranging pegs

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit L/618/9292

Operating a petrol driven cut off saw

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to operate a petrol driven cut off saw safely	<ul style="list-style-type: none">1.1 Describe how to prepare the petrol driven cut off saw for work1.2 Describe how to refuel the machine safely1.3 Describe how to set up the petrol driven cut off saw work area1.4 Describe a hot works permit and its purpose1.5 Describe how to set up the petrol driven cut off saw for work1.6 Describe how to undertake the specified work tasks1.7 Describe the specific personal protective equipment (PPE) required1.8 Describe how to shut down, secure and store the machine safely
2 Be able to operate a petrol driven cut off saw safely	<ul style="list-style-type: none">2.1 Prepare the petrol driven cut off saw for work2.2 Set up the work area2.3 Refuel the machine safely2.4 Set up the petrol driven cut off saw for work2.5 Undertake the specified work task wearing correct PPE2.6 Shut down, secure and store the machine safely2.7 Sign off the hot works permit

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit R/618/8293

Introducing concreting skills

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the resources required to lay concrete	1.1 Identify concrete laying: <ul style="list-style-type: none">• hand tools• resources• personal protective equipment (PPE) and clothing
2 Be able to prepare ground to level	2.1 Use safe working practices to: <ul style="list-style-type: none">• select correct PPE and clothing• place stone• compact stone to level
3 Be able to mix and lay concrete	3.1 Use safe working practices to: <ul style="list-style-type: none">• select formwork• set up formwork• lay dampproof membrane• soap oil formwork• mix concrete• pour concrete• tamp concrete• finish concrete• using steel float, wood float, tamp finish and brush finish
4 Be able to clean up on completion	4.1 Use safe working practices to clean: <ul style="list-style-type: none">• tools• equipment• work area

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit Y/618/8294

Introducing drainage skills

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the resources required to lay drainage	1.1 Identify drainage: <ul style="list-style-type: none">• hand tools• resources• personal protective equipment (PPE) and clothing
2 Be able to prepare excavation to receive drainage	2.1 Use safe working practices: <ul style="list-style-type: none">• select correct PPE and clothing• lay bed of 10mm gravel to line and level• select drainage• set up levelling equipment – laser, plumb and string line• lay drainage as per drawing• air test drainage
3 Be able to clean up on completion	3.1 Use safe working practices to clean: <ul style="list-style-type: none">• tools• equipment• work area

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit D/618/8295

Introducing kerblaying skills

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Know the resources required to lay kerbs	1.1 Identify different types of kerbing products: <ul style="list-style-type: none"> • hand tools • resources • lifting aid • personal protective equipment (PPE) and clothing
2 Be able to prepare kerb races	2.1 Use safe working practices: <ul style="list-style-type: none"> • select PPE and clothing • set up line and level • prepare sand and cement bed • lay kerbs to line and level as per drawing • back up kerbs
3 Be able to lay kerbs	3.1 Lay kerbs to line and level as per drawing
	3.2 Back up kerbs
4 Be able to clean up on completion	4.1 Use safe working practices: <ul style="list-style-type: none"> • tools • equipment • work area

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit L/503/6423

Operating a ride on roller

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to operate a ride on roller	1.1 Explain how to prepare the machine for work 1.2 Explain how to drive and manoeuvre the machine 1.3 Explain how to set up the machine for work 1.4 Explain how to undertake the specified work tasks 1.5 Explain how to shut down the machine
2 Be able to operate a ride on roller	2.1 Prepare the machine for work 2.2 Drive and manoeuvre the machine 2.3 Set up the machine for work 2.4 Undertake the specified work tasks 1.5 Shut down the machine

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit M/503/6415 Operating a forward tipping dumper

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to operate a forward tipping dumper	1.1 Explain how to prepare the machine for work 1.2 Explain how to drive and manoeuvre the machine 1.3 Explain how to set up the machine for work 1.4 Explain how to undertake the specified work tasks 1.5 Explain how to shut down the machine
2 Be able to operate a forward tipping dumper	2.1 Prepare the machine for work 2.2 Drive and manoeuvre the machine 2.3 Set up the machine for work 2.4 Undertake the specified work tasks 1.5 Shut down the machine

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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