



**ProQual Level 2 NVQ Certificate in Wall and Floor Tiling
(Construction)**

Qualification Specification

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Introduction

The aim of this qualification is to recognise the knowledge, skills and competence of individuals who work in this specialised area of the construction industry. This qualification enables learners to gain recognition for their skills and the potential to take on more responsibility in the workplace.

The awarding organisation for this qualification is ProQual AB. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum Examinations and Assessment (CCEA) Regulation. The Regulated Qualifications Framework (RQF) includes those qualifications regulated by Ofqual and CCEA Regulation.

Qualification Profile

Qualification title	ProQual Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)
Ofqual qualification number	601/7791/3
Level	Level 2
Total qualification time	310 hours
Guided learning hours	104
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	18/9/2015
Qualification end date	

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 Structure

Candidates must complete all of the **Mandatory** units plus ONE Optional Units.

There are no endorsements for units in this qualification.

Mandatory Units – complete all units			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information
A/503/1170	Conforming to general health, safety and welfare in the workplace	1	641v2
J/503/1169	Conforming to productive working practices in the workplace	2	642v1
F/503/1171	Moving, handling and storing resources in the workplace	2	643v1
J/503/2547	Preparing backgrounds for tiling in the workplace	2	141v3
L/503/2548	Tiling wall and floor surfaces in the workplace	2	142v3
Optional Units – complete ONE units			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information
M/618/1271	Laying sand and cement screeds in the workplace	2	69v2
A/503/2259	Laying under tile heating systems and tile systems in the workplace	2	149v3

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 verifier qualifications, such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 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 described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

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
- candidate test papers

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 8.

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 achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

ProQual Level 2 NVQ Certificate in Wall and Floor Tiling (Construction)

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements 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.

Title:	Conforming to general health, safety and welfare in the workplace.	
Unit Number:	A/503/1170	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1	Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
	1.2	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
	1.3	Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
	1.4	State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	1.6	State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
	1.7	State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
	1.8	State how to comply with control measures that have been identified by risk assessments and safe systems of work.
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1	Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
	2.2	List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
	2.3	List the current Health and Safety Executive top ten safety risks.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
2 continued	2.4	List the current Health and Safety Executive top five health risks.
	2.5	State how changing circumstances within the workplace could cause hazards.
	2.6	State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3 Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1	Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
	3.2	Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
	3.3	Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.
	3.4	Safely store health and safety control equipment in accordance with given instructions.
	3.5	Dispose of waste and/or consumable items in accordance with legislation.
	3.6	State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.
	3.7	State the appropriate types of fire extinguishers relevant to the work.
	3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
	4.2	State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> – recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.
	4.3	Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5 Comply with and support all organisational security arrangements and approved procedures.	5.1	Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> – during the working day – on completion of the day's work – for unauthorised personnel (other operatives and the general public) – for theft.
	5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Title:	Conforming to general health, safety and welfare in the workplace.
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Conforming to productive working practices in the workplace	
Unit number:	J/503/1169	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Communicate with others to establish productive work practices.	1.1	Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
	1.2	Describe the different methods of communicating with line management, colleagues and customers.
	1.3	Describe how to use different methods of communication to ensure that the work carried out is productive.
2 Follow organisational procedures to plan the sequence of work.	2.1	Interpret relevant information from organisational procedures in order to plan the sequence of work.
	2.2	Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
	2.3	Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> – using resources for own and other’s work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions.
	2.4	Describe how to contribute to zero/low carbon work outcomes within the built environment.
3 Maintain relevant records in accordance with the organisational procedures.	3.1	Complete relevant documentation according to the occupation as required by the organisation.
	3.2	Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: <ul style="list-style-type: none"> – job cards – worksheets – material/resource lists – time sheets.
	3.3	Explain the reasons for ensuring documentation is completed clearly and within given timescales.
4 Maintain good working relationships when conforming to productive working practices.	4.1	Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.

Title:	Conforming to productive working practices in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
	4.2	Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
	4.3	Describe how to maintain good working relationships, in relation to: <ul style="list-style-type: none"> – individuals – customer and operative – operative and line management – own and other occupations.
	4.4	Describe why it is important to work effectively with line management, colleagues and customers.
	4.5	Describe how working relationships could have an effect on productive working.
	4.6	Describe how to apply principles of equality and diversity when communicating and working with others.

Title:	Conforming to Productive Working Practices in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	10

Title:	Moving, handling and storing resources in the workplace
Unit Number:	F/503/1171
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.
	1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.
	2.4 State the appropriate types of fire extinguishers relevant to the work.
	2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.
3 Maintain safe working practices when moving, handling and/or storing resources.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.
	3.2 Use lifting aids safely as appropriate to the work.

Title:		Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
3	continued	3.3	Protect the environment in accordance with safe working practices as appropriate to the work.
		3.4	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
		3.5	Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
		3.6	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1	Select the relevant resources to be moved, handled and/or stored, associated with own work.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none"> – lifting and handling aids – container(s) – fixing, holding and securing systems.
		4.3	Describe how the resources should be handled and how any problems associated with the resources are reported.
		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and methods of work.
5	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1	Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Dispose of waste and packaging in accordance with legislation.

Title:		Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	continued	5.3	Maintain a clean work space when moving, handling or storing resources.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when moving, handling and/or storing resources.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1	Demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none"> – moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.
		7.2	Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"> – sheet material – loose material – bagged or wrapped material – fragile material – tools and equipment – components – liquids.
		7.3	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.
		7.4	Describe the needs of other occupations when moving, handling and/or storing resources.

Title:	Moving, handling and storing resources in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	17

Title:	Preparing backgrounds for tiling in the workplace
Unit Number:	J/503/2547
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when preparing backgrounds for tiling.	1.1 Interpret and extract relevant information from drawings, specifications, work programmes, schedules, job details, method statements, risk assessments, Control of Substances Hazardous to Health (COSHH) assessments and manufacturers' information, including electronic information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, work programmes, schedules, job details, method statements, risk assessments, COSHH assessments, manufacturers' information Codes of Practice and official guidance.
2 Know how to comply with relevant legislation and official guidance when preparing backgrounds for tiling.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4 Describe the types of fire extinguishers available when preparing backgrounds for tiling and describe how and when they are used.

Title:	Preparing backgrounds for tiling in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Maintain safe and healthy working practices when preparing backgrounds for tiling.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing backgrounds for tiling.	
	3.2 Demonstrate compliance with given information and relevant legislation when preparing backgrounds for tiling in relation to the following: <ul style="list-style-type: none"> – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health. 	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to preparing backgrounds for tiling, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	

Title:		Preparing backgrounds for tiling in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
4	Select the required quantity and quality of resources for the methods of work to prepare backgrounds for tiling.	4.1	Select resources associated with own work in relation to materials, components, fixings, accessories, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – cement and sand renders, plaster renders, screeds, sheets and boards, trim, bonding and priming agents, waterproofing systems, membranes and accessories – hand tools, portable power tools and associated equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to prepare backgrounds for-tiling.
5	Minimise the risk of damage to the work and surrounding area when preparing backgrounds for tiling.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy work space.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

Title:		Preparing backgrounds for tiling in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
6	Complete the work within the allocated time when preparing backgrounds for tiling.	6.1	Demonstrate completion of the work within the estimated allocated time.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given contract information to prepare backgrounds for tiling to the required specification.	7.1	Demonstrate the following work skills when preparing backgrounds tiling: <ul style="list-style-type: none"> – measuring, setting out, stripping, cutting out, removing, making good, applying, positioning, securing and finishing.
		7.2	Use and maintain hand tools, portable power tools and associated equipment.
		7.3	Prepare and apply surfaces to receive wall and floor tiling and appropriate accessories to given working instructions including: <ul style="list-style-type: none"> – the siting and installation of movement joints – the installation of membranes.

Title:	Preparing backgrounds for tiling in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	<p>7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – prepare backgrounds including manufactured board surfaces, membranes and gypsum based wall and floor surfaces – mix and apply cement and sand renders and screed and plaster renders – mix and apply proprietary material to make good the surfaces – install appropriate accessories – use waterproof, uncoupling, decoupling and acoustic membranes – locate and install movement joints – provide information relevant for Building Information Modelling (BIM) – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation requirements necessary to achieve relevant quality standards – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – use hand tools, portable power tools and associated equipment – work at height – use access equipment. 	<p>7.5 Describe the needs of other occupations and how to communicate effectively within a team when preparing backgrounds for tiling.</p>
	<p>7.6 Describe how to maintain the hand tools, portable power tools and associated equipment used when preparing backgrounds for tiling.</p>	

Title:	Preparing backgrounds for tiling in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	58
Assessment hours	10

Title:	Tiling wall and floor surfaces in the workplace	
Unit Number:	L/503/2548	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when tiling wall and floor surfaces.	1.1	Interpret and extract relevant information from drawings specifications, work programmes, schedules, job details, method statements, risk assessments, Control of Substances Hazardous to Health (COSHH) assessments and manufacturers' information, including electronic information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, work programmes, schedules, job details, method statements, risk assessments, COSHH assessments, manufacturers' information, Codes of Practice and official guidance.
2 Know how to comply with relevant legislation and official guidance when tiling wall and floor surfaces.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when tiling wall and floor surfaces and describe how and when they are used.

Title:	Tiling wall and floor surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when tiling wall and floor surfaces.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when tiling wall and floor surfaces.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when tiling wall and floor surfaces in relation to the following:</p> <ul style="list-style-type: none"> – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health. 	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to tiling wall and floor surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to tile wall and floor surfaces.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, accessories, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – wall and floor tiles, grouts, adhesives, accessories – fittings and fixings – hand tools, portable powered tools and associated equipment. 	

Title:		Tiling wall and floor surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
4	continued	4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to tile wall and floor surfaces.
5	Minimise the risk of damage to the work and surrounding area when tiling wall and floor surfaces.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy work space.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when tiling wall and floor surfaces.	6.1	Demonstrate completion of the work within the estimated allocated time.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Tiling wall and floor surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to tile wall and floor surfaces to the required specification.	7.1	Demonstrate the following work skills when tiling wall and floor surfaces: <ul style="list-style-type: none"> – measuring, setting out, cutting, removing, applying, positioning, securing and finishing.
	7.2	Use and maintain hand tools, portable power tools and associated equipment.
	7.3	Mix and apply materials for tiling wall and floor surfaces.
	7.4	Fix tiles to vertical, horizontal and inclined wall surfaces to given working instructions for: <ul style="list-style-type: none"> – wall surfaces – reveals, cills and soffits (door and windows) – fixture of appropriate accessories.
	7.5	Fix tiles to vertical, horizontal and inclined floor surfaces to given working instructions for: <ul style="list-style-type: none"> – floor surfaces – floor drainage and outlets – treads and risers – fixtures of appropriate accessories.

Title:	Tiling wall and floor surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	<p>7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – fix and finish wall tiles to regular and irregular vertical, horizontal and inclined surfaces – fix and finish floor tiles to regular and irregular vertical, horizontal and inclined surfaces, including staircase and landing (new and repair work) – form reveals, cills and soffits (door and window openings) – form internal and external angles – fix channels and form drainage and outlets – locate and install movement joints – use appropriate accessories – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation requirements necessary to achieve relevant quality standards – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – use hand tools, portable power tools and associated equipment – work at height – use access equipment. 	
	<p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when tiling wall and floor surfaces.</p>	
	<p>7.8 Describe how to maintain the hand tools, portable power tools and associated equipment used when tiling wall and floor surfaces.</p>	

Title:	Tiling wall and floor surfaces in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	65
Assessment hours	10

Title:	Laying sand and cement screeds in the workplace	
Unit Number:		
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when laying sand and cement screeds.	1.1	Interpret and extract relevant information from drawings, specifications, schedules method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when laying sand and cement screeds.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> – 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.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making the reports.
3 Maintain safe and healthy working practices when laying sand and cement screeds.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying sand and cement screeds.
	3.2	Demonstrate compliance with given information and relevant legislation when laying sand and cement screeds in relation to the following: <ul style="list-style-type: none"> – safe use of access equipment/working platforms – safe use, storage and handling of materials, tools and equipment – specific risks to health.

Title:	Laying sand and cement screeds in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 continued	3.3 Explain why and when health and safety control equipment identified by the principles of prevention should be used, relating to laying sand and cement screeds, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to lay sand and cement screeds.	4.1 Select resources associated with own work in relation to materials, components, tools and equipment	
	4.2 Describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – sand, cement, ready-mixed screeds – damp-proof membranes (DPM) – reinforcement fibre/mesh – expansion joints – hand tools, portable power tools and ancillary equipment. 	
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.	
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	
	4.5 Describe any potential hazards associated with the resources and methods of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to lay sand and cement screeds.	

Title:	Laying sand and cement screeds in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when laying sand and cement screeds.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.	5.2 Minimise damage and maintain a clean work space.
	5.3 Dispose of waste in accordance with current legislation.	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.	
6 Complete the work within the allocated time when laying sand and cement screeds.	6.1 Demonstrate completion of the work within the allocated time.	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to lay sand and cement screeds to the required specification.	7.1 Demonstrate the following work skills when laying sand and cement screeds: <ul style="list-style-type: none"> – measuring, marking out, cleaning, laying, compacting and finishing. 	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.
	7.3 Prepare surfaces, mix and lay floor screeds to given working instructions relating to the following: <ul style="list-style-type: none"> – sand and cement screeds, level and/or to falls 	

Title:	Laying sand and cement screeds in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	<p>7.4 Describe how to apply safe, and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – prepare floor surfaces – lay and finish sand and cement screeds to level and falls – fall to drainage outlets and form skirtings – remove defective and repair sand and cement screeds – install damp proof membranes (DPM) – prepare screed materials – accommodate movement – lay bonded and floating screeds – accommodate for insulation and underfloor heating – reinforce screeds (fibres and mesh) – recognise and determine when specialist skills and knowledge are required and report accordingly – understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and ancillary equipment – work at height – use access equipment/working platforms. 	
	<p>7.5 Describe the needs of other occupations and how to effectively communicate within a team when laying sand and cement screeds.</p>	
	<p>7.6 Describe how to maintain the tools and equipment used when laying sand and cement screeds.</p>	

Title:	Laying sand and cement screeds in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33

Title:	Laying under tile heating systems and tiling surfaces in the workplace
Unit Number:	A/503/2259
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when laying under tile heating systems and tiling surfaces.	1.1 Interpret and extract relevant information from drawings, specifications, work programmes, schedules, job details, method statements, risk assessments, Control of Substances Hazardous to Health (COSHH) assessments and manufacturers' information, including electronic information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, work programmes, schedules, job details, method statements, risk assessments, COSHH assessments, manufacturers' information Codes of Practice and official guidance.
2 Know how to comply with relevant legislation and official guidance when laying under tile heating systems and tiling surfaces.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4 Describe the types of fire extinguishers available when laying under tile heating systems and tiling surfaces and describe how and when they are used.

Title:	Laying under tile heating systems and tiling surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Maintain safe and healthy working practices when laying under tile heating systems and tiling surfaces.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying under tile heating systems and tiling surfaces.
	3.2	Demonstrate compliance with given information and relevant legislation when laying under tile heating systems and tiling surfaces in relation to the following: <ul style="list-style-type: none"> – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying under tile heating systems and tiling surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

Title:	Laying under tile heating systems and tiling surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>4 Select the required quantity and quality of resources for the methods of work to lay under tile heating systems and tiling surfaces.</p>	4.1	Select resources associated with own work in relation to materials, components, fixings, accessories, tools and equipment.
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – electric under tile heating systems – under-floor heating systems – floor tiles, grouts, adhesives, floor screeds, levelling compounds, profile trims, movement joints and accessories – fittings and fittings – hand tools, portable power tools and associated equipment.
	4.3	Describe how to confirm that the resources and materials conform to the specification.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to lay under tile heating systems and tiling surfaces.
<p>5 Minimise the risk of damage to the work and surrounding area when laying under tile heating systems and tiling surfaces.</p>	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.

Title:	Laying under tile heating systems and tiling surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 continued	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.	
6 Complete the work within the allocated time when laying under heating systems and tiling surfaces.	6.1 Demonstrate completion of the work within the estimated allocated time.	
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme. 	
7 Comply with the given contract information to lay under tile heating systems and tiling surfaces to the required specification.	7.1 Demonstrate the following work skills when laying under tile heating systems and tiling surfaces: <ul style="list-style-type: none"> – measuring, setting out, cutting, applying, finishing, positioning and securing. 	
	7.2 Use and maintain hand tools, portable power tools and associated equipment.	
	7.3 Position and secure under tile heating systems to horizontal surfaces to given working instructions.	
	7.4 Lay tile finish under tile heating systems to given working instructions.	

Title:	Laying under tile heating systems and tiling surfaces in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – position and secure under tile heating systems – confirm commission procedures for floor heating systems – locate and provide movement joints – lay tiles over under tile heating systems – lay tiles over under floor heating systems – provide information relevant for Building Information Modelling (BIM) – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation requirements necessary to achieve relevant quality standards – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – use hand tools, portable power tools and associated equipment – work at height – use access equipment. 	7.6 Describe the needs of other occupations and how to communicate effectively within a team when laying under tile heating systems and tiling surfaces.
	7.7 Describe how to maintain the tools and equipment used when laying under tile heating systems and tiling surfaces.	

Title:	Laying under tile heating systems and tiling surfaces in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	66
Assessment hours	10



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