



## **ProQual Level 2 NVQ Diploma in Trowel Occupations (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 area of the construction industry. It is appropriate for learners who have some knowledge and basic skills with a trowel, likely to have been gained from working in a role under supervision. 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	<b>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction)</b>
Ofqual qualification number	601/6066/4
Level	Level 2
Total qualification time	730 hours
Guided learning hours	244
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/5/15
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 a minimum of ONE Optional Unit.

Mandatory Units			
Unit Reference Number	Unit Title	Unit Level	CITB refs. for information only
A/503/1170	Conforming to general health, safety and welfare in the workplace	1	641
J/503/1169	Conforming to productive working practices in the workplace	2	642
F/503/1171	Moving, handling and storing resources in the workplace	2	643
A/503/9463	Erecting masonry structures in the workplace <i>Unit Endorsements:</i> <i>At least <b>one</b> of the following:</i> <i>Brick and block</i> <i>Local material</i>	2	40v3
Y/503/9471	Setting out to form masonry structures in the workplace <i>Unit Endorsements:</i> <i>At least <b>four</b> of the following:</i> <i>Straight (180 degrees)</i> <i>Right angles (90 degrees)</i> <i>Obtuse angles (between 90 and 180 degrees including batters)</i> <i>Acute angles (between 0 and 90 degrees)</i> <i>Curves on plan</i> <i>Curves in elevation</i> <i>Openings</i>	2	41v3

Optional Units – ONE unit			
Unit Reference Number	Unit Title	Unit Level	CITB refs. for information only
T/503/9476	Erecting masonry cladding in the workplace <i>Unit Endorsements:</i> At least <b>one</b> of the following: Brick and block Local material <b>Plus one</b> of the following structures: Pre-erected timber frame Pre-erected concrete Pre-erected steel Existing masonry	2	42v3
H/503/9490	Erecting thin joint masonry structures in the workplace <i>Unit Endorsements:</i> At least <b>three</b> of the following: Cavity wall structures Solid wall structures Form openings Mix jointing compounds	2	44v3
L/503/9550	Repairing and maintaining masonry structures in the workplace <i>Unit Endorsements:</i> At least <b>one</b> of the following: Brick Block Local material <b>Plus three</b> of the following: Match existing materials Continue existing bonding Match existing quality of structure Form openings Prop existing walls and floors Form internal and external angles	3	50v3
D/615/4986	Placing and compacting concrete in the workplace <i>Unit Endorsements:</i> At least <b>three</b> of the following: Chute Elephant's trunk Skip Pump Mono-rail Manual	2	225v2

Y/504/6775	Installing drainage in the workplace <u>Unit Endorsements:</u> <b>One of the following:</b> <i>Inspection chambers</i> <i>Surface water systems</i> <i>Foul water systems</i>	2	639v3
M/618/3327	Installing and forming specialist masonry elements in the workplace <u>Unit Endorsements:</u> <i>Install fire barriers and support angles and/or</i> <i>Fire breaks and support angles and/or</i> <i>Form fire barriers and support angles and /or</i> <i>Fire breaks and support angles</i> <b>Plus at least two of the following:</b> <i>Brick soffit systems</i> <i>Channel systems</i> <i>Wind posts</i> <i>Vapour and/or moisture barriers</i> <i>Wall starter kits</i>	3	810v1

## 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

**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 10.*

## 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 -

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### 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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Unit Number:</b>	A/503/1170	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– dealing with accidents and emergencies associated with the work and environment</li> <li>– methods of receiving or sourcing information</li> <li>– reporting</li> <li>– stopping work</li> <li>– evacuation</li> <li>– fire risks and safe exit procedures</li> <li>– consultation and feedback.</li> </ul>
	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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– recognising when to stop work in the face of serious and imminent danger to self and/or others</li> <li>– contributing to discussions and providing feedback</li> <li>– reporting changed circumstances and incidents in the workplace</li> <li>– complying with the environmental requirements of the workplace.</li> </ul>
	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"> <li>– during the working day</li> <li>– on completion of the day's work</li> <li>– for unauthorised personnel (other operatives and the general public)</li> <li>– for theft.</li> </ul>
	5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.
<b>Additional information about this unit</b>	
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

<b>Title:</b>	Conforming to productive working practices in the workplace	
<b>Unit Number:</b>	J/503/1169	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– using resources for own and other’s work requirements</li> <li>– allocating appropriate work to employees</li> <li>– organising the work sequence</li> <li>– reducing carbon emissions.</li> </ul>
	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"> <li>– job cards</li> <li>– worksheets</li> <li>– material/resource lists</li> <li>– time sheets.</li> </ul>
	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.

<b>Title:</b>	Conforming to productive working practices in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– individuals</li> <li>– customer and operative</li> <li>– operative and line management</li> <li>– own and other occupations.</li> </ul>
	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.

<b>Title:</b>	Conforming to Productive Working Practices in the Workplace
<b>Additional information about this unit</b>	
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



<b>Title:</b>	Moving, handling and storing resources in the workplace
<b>Unit Number:</b>	F/503/1171
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>		Moving, handling and storing resources in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <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 <b>and/or</b> 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
		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"> <li>– lifting and handling aids</li> <li>– container(s)</li> <li>– fixing, holding and securing systems.</li> </ul>
		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.

<b>Title:</b>		Moving, handling and storing resources in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <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"> <li>– progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
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"> <li>– moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.</li> </ul>
		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"> <li>– sheet material</li> <li>– loose material</li> <li>– bagged or wrapped material</li> <li>– fragile material</li> <li>– tools and equipment</li> <li>– components</li> <li>– liquids.</li> </ul>
		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.

<b>Title:</b>	Moving, handling and storing resources in the workplace
<b>Additional information about this unit</b>	
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

<b>Title:</b>	Erecting masonry structures in the workplace
<b>Unit Number:</b>	A/503/9463
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting masonry structures.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with erecting masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting masonry structures.	2.1 Describe their responsibilities potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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</li> </ul>
	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.

<b>Title:</b>	Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when erecting masonry structures.</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 current legislation and organisational requirements when erecting masonry structures.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when erecting masonry structures in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<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 erect masonry structures.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– bricks, blocks, mortars, frames, insulation, damp-proof barriers, cloak systems, cills, copings and cappings, lintels, fixings, ties</li> <li>– hand and power tools, and equipment</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	

<b>Title:</b>		Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4	continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry structures.
5	Minimise the risk of damage to the work and surrounding area when erecting masonry structures.	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 erecting masonry structures.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Erecting masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>7 Comply with the given contract information to erect masonry structures to the required specification.</p>	<p>7.1 Demonstrate the following work skills when erecting masonry structures:</p> <ul style="list-style-type: none"> <li>– measuring, marking-out, laying, positioning, plumb, levelling and securing.</li> </ul>	
	<p>7.2 Use and maintain hand and power tools, and equipment.</p>	
	<p>7.3 erect masonry in brick and block and/or local materials to given working instructions for the following:</p> <ul style="list-style-type: none"> <li>– cavity wall structures</li> <li>– blockwork structures</li> <li>– solid wall structures</li> <li>– form openings</li> <li>– joint finishes</li> <li>– cills, capping and copings.</li> </ul>	
	<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"> <li>– erect cavity walling and solid walling using brick and block and local material</li> <li>– erect walling of local style</li> <li>– lay blocks (traditional and thin joint)</li> <li>– determine brick and block bonds</li> <li>– form and maintain the integrity of cavities</li> <li>– install lintels</li> <li>– install movement joints</li> <li>– install wind posts</li> <li>– cut bricks, blocks and local materials</li> <li>– form joint finishes, including mechanical pointing systems</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– position and fix cills, copings and capping's</li> <li>– install masonry support angles</li> <li>– prop and support structures</li> <li>– complete and remove temporary works</li> <li>– position, bond and tape insulation materials</li> <li>– position, fix and bed damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– position and secure wall ties including spacing, particularly around openings and movement joints</li> <li>– mix mortar</li> </ul> <p style="text-align: right;">continued/...</p>	



<b>Title:</b>	Erecting masonry structures in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
7 continued	7.4 – recognise and determine when specialist skills and knowledge are required and report accordingly cont – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools, and equipment – work at height – use access equipment.
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry structures.
	7.6 Describe how to maintain the tools and equipment used when erecting masonry structures.

<b>Title:</b>	Erecting masonry structures in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least one of the following required:</p> <p>Brick and block</p> <p>Local material</p>
Sector Subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	150
Assessment hours	10

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Unit Number:</b>	Y/503/9471	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when setting out to form masonry structures.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with setting out to form masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when setting out to form masonry structures	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	
Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
3 Maintain safe and healthy working practices when setting out to form masonry structures.	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 setting out to form masonry structures.
	3.2 Demonstrate compliance with given information and relevant legislation when setting out to form masonry structures in relation to of the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to setting out to form masonry structures, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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 set out to form masonry structures	4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– levels, lines, trammels, templates, profiles, tape measures, pegs, squares and fixings</li> <li>– hand and power tools, and setting out equipment.</li> </ul>
	4.3 Describe how to confirm that the resources and materials conform to the specification.

<b>Title:</b>		Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued		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 distances, quantity, length, levels and diagonals, area and wastage of materials associated with the method and procedure to set out to form masonry structures.
5 Minimise the risk of damage to the work and surrounding area when setting out to form masonry structures		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 setting out to form masonry structures		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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Comply with the given contract information to set out to form masonry structures to the required specification.	7.1 Demonstrate the following work skills when setting out to form masonry structures: – measuring, marking out, levelling, plumb, positioning, transferring, transposing, fixing and securing.	
	7.2 Use and maintain hand and power tools and setting out equipment.	
	7.3 Determine dimensions and positions using line, level, depth, area, height and angle to given working instructions to establish at least four of the following lines: – straight (180 degrees) – right angles (90 degrees) – obtuse angles (between 90 and 180 degrees including batters) – acute angles (between 0 and 90 degrees) – curves on plan – curves in elevation – openings.	
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – measure and set out to form masonry structures on level and sloping ground – identify and mark datum points – make trammels, templates and profiles – mark straight lines, right angles, obtuse angles, acute angles, curves on plan, curves in elevation and openings – set out using trammels, templates and profiles – plumb from ranging lines – transfer lines and levels (spirit level, straight-edge and laser level) – determine convex and concave curves using pegs and line	continued/...

<b>Title:</b>	Setting out to form masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and setting out equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when setting out to form masonry structures.
	7.6	Describe how to maintain the tools and equipment used when setting out to form masonry structures.

<b>Title:</b>	Setting out to form masonry structures in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>four</b> of the following:</p> <ul style="list-style-type: none"> <li>Straight (180 degrees)</li> <li>Right angles (90 degrees)</li> <li>Obtuse angles (between 90 and 180 degrees including batters)</li> <li>Acute angles (between 0 and 90 degrees)</li> <li>Curves on plan</li> <li>Curves in elevation</li> <li>Openings</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	113
Assessment hours	10



<b>Title:</b>	Erecting masonry cladding in the workplace
<b>Unit Number:</b>	T/503/9476
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting masonry cladding.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting masonry cladding.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting masonry cladding.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when erecting masonry cladding.	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 erecting masonry cladding.
	3.2	Demonstrate compliance with given information and relevant legislation when erecting masonry cladding in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting masonry cladding, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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.

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>4 Select the required quantity and quality of resources for the methods of work to erect masonry cladding.</p>	4.1	Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– bricks, blocks, mortars, frames, insulation, damp-proof barriers, brick slips, cloak systems, cavity closers, fire breaks, lintels, fixings and ties</li> <li>– hand and power tools, and equipment.</li> </ul>
	4.3	Describe how to confirm that the resources and materials conform to the specification.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect masonry cladding.
<p>5 Minimise the risk of damage to the work and surrounding area when erecting masonry cladding.</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.
	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.

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
6 Complete the work within the allocated time when erecting masonry cladding.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>	
7 Comply with the given contract information to erect masonry cladding to the required specification.	7.1 Demonstrate the following work skills when erecting masonry cladding: <ul style="list-style-type: none"> <li>– measuring, marking-out, laying, positioning, levelling, plumb, fitting, fixing and securing.</li> </ul>	
	7.2 Use and maintain hand and power tools and equipment.	
	7.3 Erect brick and block and/or local material cladding to given working instructions, including the formation of openings and joint finishes, for at least one of the following structures: <ul style="list-style-type: none"> <li>– pre-erected timber frame</li> <li>– pre-erected concrete</li> <li>– pre-erected steel</li> <li>– existing masonry structure.</li> </ul>	
	7.4 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"> <li>– erect brick, block and thin joint block cladding to pre-erected timber frame, concrete, steel and existing structures</li> <li>– clad structures using local materials</li> <li>– install brick slips</li> <li>– position and secure wall ties including spacing, particularly around openings and movement joints</li> <li>– form and maintain the integrity of cavities</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form joint finishes</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– install masonry support angles</li> <li>– prop and support structures</li> </ul> <p style="text-align: right;">continued/...</p>	

<b>Title:</b>	Erecting masonry cladding in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– remove temporary structures</li> <li>– position, fix and bed damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– position, bond and tape insulation materials</li> <li>– install wind posts</li> <li>– mix mortar</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when erecting masonry cladding.
	7.6	Describe how to maintain the tools and equipment used when erecting masonry cladding.

<b>Title:</b>	Erecting masonry cladding in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>Brick and block</li> <li>Local material</li> </ul> <p><b>Plus one</b> of the following structures:</p> <ul style="list-style-type: none"> <li>Pre-erected timber frame</li> <li>Pre-erected concrete</li> <li>Pre-erected steel</li> <li>Existing masonry</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	110
Assessment hours	10

<b>Title:</b>	Erecting thin joint masonry structures in the workplace
<b>Unit Number:</b>	H/503/9490
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when erecting thin joint masonry structures.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with erecting thin joint masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when erecting thin joint masonry structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	Erect thin joint masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when erecting thin joint masonry structures.</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 current legislation and organisational requirements when erecting thin joint masonry structures.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when erecting thin joint masonry structures in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting thin joint masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<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 erect thin joint masonry structures.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– blocks, jointing compounds, frames, insulation, damp-proof barriers, cloak systems, lintels, fixings, ties</li> <li>– hand and power tools and equipment.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	



<b>Title:</b>		Erect thin joint masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4	continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage of materials associated with the method and procedure to erect thin joint masonry structures.
5	Minimise the risk of damage to the work and surrounding area when erecting thin joint masonry structures.	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 erecting thin joint masonry structures.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to erect thin joint masonry structures to the required specification.	7.1	Demonstrate the following work skills when erecting thin joint masonry structures: <ul style="list-style-type: none"> <li>– measuring, marking out, cutting, preparing, laying, positioning and securing.</li> </ul>

<b>Title:</b>	Erect thin joint masonry structures in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
7 continued	7.2 Use and maintain hand and power tools, and equipment.
	7.3 Erecting thin joint masonry structures to given working instructions for at least three of the following: <ul style="list-style-type: none"> <li>– cavity wall structures</li> <li>– solid wall structures</li> <li>– form openings</li> <li>– mix jointing compounds.</li> </ul>
	7.4 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"> <li>– erect cavity walling and solid walling using thin joint blocks</li> <li>– determine thin joint block bonds</li> <li>– level bed (course one)</li> <li>– check plumb</li> <li>– form and maintain the integrity of cavities</li> <li>– form openings</li> <li>– position, level, plumb, fix and integrate, brick soffit systems</li> <li>– install masonry support angles</li> <li>– position, fix and bed, damp-proof barriers, cloak systems and cavity trays</li> <li>– position and secure wall ties including spacing, particularly around openings</li> <li>– form and install movement joints</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form and install weep holes and vents</li> <li>– position, bond and tape insulation materials</li> <li>– install wind posts</li> <li>– mix jointing compound</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5 Describe the needs of other occupations and how to communicate effectively within a team when erecting thin joint masonry structures.
	7.6 Describe how to maintain the tools and equipment used when erecting thin joint masonry structures.

<b>Title:</b>	Erect thin joint masonry structures in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>three</b> of the following:</p> <ul style="list-style-type: none"> <li>Cavity wall structures</li> <li>Solid wall structures</li> <li>Form openings</li> <li>Mix jointing compounds</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	117
Assessment hours	10

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Unit Number:</b>	L/503/9550	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when repairing and maintaining masonry structures.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing buildings associated with the repair and maintenance of masonry structures.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when repairing and maintaining masonry structures.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when repairing and maintaining masonry structures.</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 current legislation and organisational requirements when repairing and maintaining masonry structures.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when repairing and maintaining masonry structures in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing and maintaining masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<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 repair and maintain masonry structures.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– bricks, blocks, natural stones, mortars, sand, lime, additives, frames, insulation, damp-proof barriers, cloak systems, lintels and ties</li> <li>– fittings and fixings</li> <li>– hand and power tools and equipment.</li> </ul>	

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 of materials associated with the method and procedure to repair and maintain masonry structures.
5 Minimise the risk of damage to the work and surrounding area when repairing and maintaining masonry structures.	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.

<b>Title:</b>		Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
6	Complete the work within the allocated time when repairing and maintaining masonry structures.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to repair and maintain masonry structures to the required specification.	7.1	Demonstrate the following work skills when repairing and maintaining masonry structures: <ul style="list-style-type: none"> <li>– measure, mark out, cut, remove, lay, position and secure.</li> </ul>
		7.2	Use and maintain hand and power tools, and equipment.
		7.3	Prepare, repair and maintain existing brick and/or block masonry and/or local material structures to given working instructions for at least three of the following: <ul style="list-style-type: none"> <li>– match existing materials</li> <li>– continue existing bonding</li> <li>– match existing quality of structure</li> <li>– form openings</li> <li>– prop existing walls and floors</li> <li>– form internal and external angles.</li> </ul>
		7.4	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"> <li>– prepare, repair and maintain existing masonry structures in bricks, blocks and thin joint blocks or local materials and styles</li> <li>– identify materials and components and restore structures to original state</li> <li>– form joint finishes</li> <li>– form openings</li> <li>– prop existing walls and floors</li> <li>– form and maintain the integrity of cavities</li> <li>– position, fix and bed damp-proof barriers cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– form internal and external angles</li> <li>– position, bond and tape insulation materials</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– dress surfaces</li> <li>– form finishes</li> <li>– mix mortars</li> </ul>

continued/...

<b>Title:</b>	Repairing and maintaining masonry structures in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when repairing and maintaining masonry structures.
	7.6	Describe how to maintain the tools and equipment used when repairing and maintaining masonry structures.



<b>Title:</b>	Repairing and maintaining masonry structures in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>Brick</li> <li>Block</li> <li>Local material</li> </ul> <p>Plus <b>three</b> of the following:</p> <ul style="list-style-type: none"> <li>Match existing materials</li> <li>Continue existing bonding</li> <li>Match existing quality of structure</li> <li>Form openings</li> <li>Prop existing walls and floors</li> <li>Form internal and external angles</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	133
Assessment hours	10

<b>Title:</b>	Placing and compacting concrete in the workplace	
<b>Unit Number:</b>		
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when placing and compacting concrete.	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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, current regulations governing buildings and official guidance associated with the placement and compaction of concrete</li> </ul>
2 Know how to comply with relevant legislation and official guidance when placing and compacting concrete.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> <li>– 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 and by manual handling and mechanical lifting.</li> </ul>
	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 reports.
3 Maintain safe and healthy working practices when placing and compacting concrete.	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 placing and compacting concrete.
	3.2	Demonstrate compliance with given information and relevant legislation when placing and compacting concrete in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health</li> </ul>

<b>Title:</b>	Placing and compacting concrete in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 placing and compacting concrete, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to place and compact concrete.	4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– aggregates, cements, concrete, reinforcement, membranes, release agents, anti-heave materials, moulds, additives and retardants</li> <li>– hand tools portable power tools and equipment, slump test equipment, skips, compaction equipment, poker vibrator, tampers, floats and trowels.</li> </ul>	
	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 the methods of calculating quantity, length, area and wastage associated with the method and procedure to place and compact concrete.	

<b>Title:</b>	Placing and compacting concrete in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when placing and compacting concrete.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	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 placing and compacting concrete.	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"> <li>– types of progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7 Comply with the given contract information to place and compact concrete to the required specification.	7.1	Demonstrate the following work skills when placing and compacting concrete: <ul style="list-style-type: none"> <li>– measuring, marking out, inspecting, receiving, handling, transporting, placing, spreading, levelling, vibrating, compacting, testing and protecting.</li> </ul>
	7.2	Use and maintain hand tools, portable power tools, plant or machinery and ancillary equipment.

<b>Title:</b>	Placing and compacting concrete in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.3	Place, lay and compact concrete to given working instructions using three of the following placement methods <ul style="list-style-type: none"> <li>– chute</li> <li>– elephant’s trunk</li> <li>– skip</li> <li>– pump</li> <li>– mono-rail</li> <li>– manually</li> </ul>
	7.4	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"> <li>– identify installation quality requirements</li> <li>– conform to agreed specification</li> <li>– confirm integrity of formwork and temporary supports</li> <li>– handle and transport concrete</li> <li>– place concrete using shuts, elephant’s trunk, skip, pump, mono-rail and manually</li> <li>– visually assess the quality of the concrete prior to and during pouring and placement</li> <li>– extract samples for testing</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– direct and guide the operations and movement of plant and machinery</li> <li>– compact and finish concrete</li> <li>– protect concrete to assist the curing process</li> <li>– apply curing accelerants and aids</li> <li>– recognise requirements for working with concretes containing additives for waterproofing and retardants</li> <li>– recognise and determine when additional specialist skills and knowledge are required and report accordingly</li> </ul>

<b>Title:</b>	Placing and compacting concrete in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.4 contd	<ul style="list-style-type: none"> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– use hand tools, portable power tools, plant, machinery and equipment</li> <li>– work at height</li> <li>– use access equipment</li> </ul>
	7.5	Describe the needs of other occupations and how to effectively communicate within a team when placing and compacting concrete.
	7.6	Describe how to maintain the tools and equipment used when placing and compacting concrete.

<b>Title:</b>	Placing and compacting concrete in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance 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> <p>Evidence for assessment criteria 7.2 must be for at least three different structures/placements.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>At least <b>three</b> of the following:</p> <ul style="list-style-type: none"> <li>Chute</li> <li>Elephant's trunk</li> <li>Skip</li> <li>Pump</li> <li>Mono-rail</li> <li>Manual</li> </ul>
Sector subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	37

<b>Title:</b>	Installing drainage in the workplace	
<b>Unit Number:</b>	Y/504/6775	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing drainage.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements 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"> <li>– drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, verbal, written and graphical instructions, permits, current regulations and official guidance governing the installation and construction of drainage systems.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing drainage.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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 reports.
3 Maintain safe and healthy working practices when installing drainage.	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 installing drainage.
	3.2	Demonstrate compliance with given information and relevant legislation when installing drainage in relation to at least two of the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>



<b>Title:</b>	Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 installing drainage, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to install drainage.	4.1 Select resources associated with own work in relation to materials, components and fixings, and 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"> <li>– pipes, fittings and ancillary components</li> <li>– pre-cast (metal, concrete, clay or plastic) components</li> <li>– bricks, blocks and sandbags</li> <li>– granular materials, aggregates, cement, concrete, mortars and sand</li> <li>– sealant materials (adhesives, compounds, solvents)</li> <li>– hand tools, power tools and ancillary equipment.</li> </ul>	
	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.	

<b>Title:</b>		Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4	continued	4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, volume, area and wastage associated with the method and procedure to install drainage.
5	Minimise the risk of damage to the work and surrounding area when installing drainage.	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 installing drainage.	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"> <li>– types of progress charts, timetables, productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to install drainage to the required specification.	7.1	Demonstrate the following work skills when installing drainage: <ul style="list-style-type: none"> <li>– checking, measuring, marking out, cutting, laying, positioning, fitting, joining, levelling, plumbing, aligning, securing and testing.</li> </ul>
		7.2	Use and maintain hand tools, power tools and ancillary equipment

<b>Title:</b>	Installing drainage in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
	<p>7.3 Lay bedding materials, install and test pipework (clay, concrete, metal or plastic) for new and/or replacement, foul and/or surface water drainage for at least one of the following to given working instructions:</p> <ul style="list-style-type: none"> <li>– inspection chambers (brick, concrete, metal or plastic)</li> <li>– surface water systems (cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)</li> <li>– foul water systems (cess pools, septic tanks, reed beds, treatment plants)</li> <li>– surround pipe with specified materials</li> <li>– place backfill to trench using given work instructions for both compacted and free drainage material</li> </ul> <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"> <li>– excavate trenches and provide trench support</li> <li>– confirm ground conditions, site and excavations are suitable for the drainage installation work</li> <li>– recognise the dangers of loads and structures at the edge of excavations</li> <li>– deal with groundwater</li> <li>– work around other utility services</li> <li>– install geotextile materials</li> <li>– prepare different types of bedding for pipework sand, shingle, cementitious</li> <li>– determine levels and gradients</li> <li>– identify the differences between surface and foul water drainage</li> <li>– measure, mark and cut drainage materials</li> <li>– lay, position, level, plumb, align, fit, join, fix and secure new and replacement drainage systems</li> <li>– lift and transport assembled drainage systems</li> <li>– construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)</li> <li>– assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)</li> <li>– connect and seal new systems to existing systems</li> </ul> <p><i>Continued...</i></p>

<b>Title:</b>	Installing drainage in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.4 contd	<ul style="list-style-type: none"> <li>– prepare for conducting smoke, water, ball, air and mandrel tests on drainage systems</li> <li>– work, around and in close proximity to with plant and machinery including lifting equipment</li> <li>– store and dispose of removed drainage components</li> <li>– follow specified hygiene procedures particularly when dealing with foul water draining systems</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– use hand tools, power tools and equipment</li> <li>– work at height and below ground level</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing drainage.
	7.6	Describe how to maintain the tools and equipment used when installing drainage.

<b>Title:</b>	Installing drainage in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p><b>One</b> of the following:  Inspection chambers  Surface water systems  Foul water systems</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	100

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Unit Number:</b>	M/618/3327	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing and forming specialist masonry elements.	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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with installing and forming specialist masonry support elements.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing and forming specialist masonry elements.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when installing and forming specialist masonry elements.</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 current legislation and organisational requirements when installing and forming specialist masonry elements.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when installing and forming specialist masonry elements in relation to the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to install and form specialist masonry elements, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<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 install and form specialist masonry elements.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, 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"> <li>– specialist masonry support elements</li> <li>– fittings and fixings</li> <li>– hand and power tools, and equipment.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to the specification.</p>	
	<p>4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 continued	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, volume, length, width, area and wastage of materials associated with the method and procedure to install and form specialist masonry elements.
5 Minimise the risk of damage to the work and surrounding area when installing and forming specialist masonry elements.	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 installing and forming specialist masonry elements.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7 Comply with the given contract information to install and form specialist masonry elements to the required specification.	7.1	Demonstrate the following work skills when : <ul style="list-style-type: none"> <li>– positioning, levelling, plumb, adjusting and fixing.</li> </ul>
	7.2	Use and maintain hand and power tools and equipment.



<b>Title:</b>	Installing and forming specialist masonry elements in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 continued	7.3	Install and/or form fire barriers and/or breaks and support angles plus at least two of the following specialist masonry support elements to given working instructions: <ul style="list-style-type: none"> <li>– brick soffit systems</li> <li>– channel systems</li> <li>– wind posts</li> <li>– vapour and/or moisture barriers</li> <li>– wall starter kits.</li> </ul>
	7.4	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"> <li>– identify the types, uses and characteristics of specialist masonry support elements; brick soffit systems, support angles, fire barriers and breaks, wind posts and wall starter kits</li> <li>– position, level, plumb, fix and integrate brick soffit systems</li> <li>– install and adjust masonry support angles</li> <li>– install and maintain the integrity of fire barriers and breaks</li> <li>– form and maintain the integrity of cavities</li> <li>– position and secure wall ties including spacing, particularly around openings</li> <li>– position and fix damp-proof barriers, cloak systems and cavity trays</li> <li>– form and install weep holes and vents</li> <li>– position bond and tape insulation materials</li> <li>– install wind posts</li> <li>– use wall starter kits</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools, and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
	7.5	Describe the needs of other occupations and how to communicate effectively within a team when installing and forming specialist masonry elements.
	7.6	Describe how to maintain the tools and equipment used when installing and forming specialist masonry elements.

<b>Title:</b>	Installing and forming specialist masonry elements in the workplace
<b>Additional information about this unit</b>	
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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Trowel Occupations (Construction):</u></p> <p>Install fire barriers and support angles and/or fire breaks and support angles and/or form fire barriers and support angles and/or fire breaks and support angles</p> <p><b>Plus at least two</b> of the following:</p> <ul style="list-style-type: none"> <li>Brick soffit systems</li> <li>Channel systems</li> <li>Wind posts</li> <li>Vapour and/or moisture barriers</li> <li>Wall starter kits</li> </ul>
Sector Subject areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	140
Assessment hours	10



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