Qualification Specification

ProQual Level 2 NVQ Certificate in Roadbuilding and Maintenance (Construction)

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This qualification is part of ProQual's broad offer of qualifications in the construction Sector.

To find out more about other qualifications in this, or any other sector, or for our latest fees; check our Fees Schedule via the QR code below:

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Contents

Introduction

The ProQual Level 2 NVQ Certificate in Roadbuilding and Maintenance (Construction) provides a nationally recognised qualification for those working in the construction sector carrying out roadbuilding and maintenance activities.

The aims of this qualification are:

- To allow those working in the roadbuilding and maintenance to develop and demonstrate their knowledge and skills.
- To provide new entrants to the construction industry with career progression opportunities

The awarding body for this qualification is ProQual AB. This qualification has been approved for delivery in England. The regulatory body for this qualification is Ofqual, and this qualification has been accredited onto the Regulated Qualification Framework (RQF), and has been published in Ofqual's Register of Qualifications.

Qualification Profile

Qualification Title:	ProQual Level 2 NVQ Certificate in Roadbuilding and Maintenance (Construction)
Qualification Number:	610/4817/3
Level:	2
Total Qualification Time (TQT):	180 – 310 depending on pathway chosen
Guided Learning Hours (GLH):	105 – 219 depending on pathway chosen
Assessment:	Pass / Fail
	Internally assessed and verified by centre staff.
	Externally verified by ProQual external verifiers.
Qualification Start Date:	7/10/2024
Qualification Review Date:	07/10/2027

Learner Profile

There are no formal academic entry requirements for this qualification. Centres should carry out their own assessment to establish candidate's existing knowledge and skills in order to develop the assessment plan.

Candidates must be aged **at least** 16 years old on the day that they are registered for this qualification. Centres are reminded that no assessment activity may take place until a candidate has been registered.

Candidates for this qualification **must** be employed in a role, or enrolled on a training course, where they will have access to perform practical brickwork activities **in a real working environment.**

Candidates who complete this qualification may progress into other qualifications in ProQual's construction skills suite.

Qualification Structure

This qualification has **ten** available pathways:

1. Manual Road Building – Flexible Pavement Construction (220 TQT).
2. Modular Pavement Construction (250 TQT).
3. Laying Kerbs and Channels (220 TQT).
4. Excavation and Reinstatement (280 TQT).
5. Excavation (200 TQT).
6. Reinstatement (220 TQT).
7. Locate and Excavate Utilities (310 TQT).
8. Street Ironwork (190 TQT).
9. Maintenance Response Team Operations (200 TQT).
10. Road Sweeping (Machine) (180 TQT).

Pathway One – Manual Road Building – Flexible Pavement Construction

This pathway consists of **four** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
L/651/3693	Laying Flexible Pavement Materials in the Workplace	2	140	85	375v3
K/508/6536	Setting Out Secondary Dimensional Work Control in the Workplace	2	70	33	401v2

Pathway Two – Modular Pavement Construction

This pathway consists of **five** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
R/651/0010	Laying Modular Pavement in the Workplace	2	140	85	367v3
D/651/0014	Preparing and Operating Powered Units, Tools or Pedestrian Plant, Machinery or Equipment in the Workplace	2	70	33	400v2
K/508/6536	Setting Out Secondary Dimensional Work Control in the Workplace	2	70	33	410v2

Pathway Three – Laying Kerbs and Channels

This pathway consists of **four** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
F/651/0015	Laying Preformed Kerbs and Channels in the Workplace	2	140	85	368v3
K/508/6536	Setting Out Secondary Dimensional Work Control in the Workplace	2	70	33	410v2

Pathway Four – Excavation and Reinstatement

This pathway consists of **five** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
Y/508/6533	Moving, Handling and Storing Resources in the Workplace	2	50	27	643v1
M/650/8924	Forming and Finishing Excavations Manually in the Workplace	2	100	65	373v3
A/651/3698	Reinstating Trenches in Paved Surfaces in the Workplace	2	120	75	374v3

Pathway Five – Excavation

This pathway consists of **four** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
Y/508/6533	Moving, Handling and Storing Resources in the Workplace	2	50	27	643v1
M/650/8924	Forming and Finishing Excavations Manually in the Workplace	2	100	65	373v3

Pathway Six – Reinstatement

This pathway consists of **four** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
Y/508/6533	Moving, Handling and Storing Resources in the Workplace	2	50	27	643v1
A/651/3698	Reinstating Trenches in Paved Surfaces in the Workplace	2	120	75	374v3

Pathway Seven – Locate and Excavate Utilities

This pathway consists of **five** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
Y/508/6533	Moving, Handling and Storing Resources in the Workplace	2	50	27	643v1
K/650/8922	Identifying and Marking the Location of Utilities Apparatus and Sub-Structures in the Workplace	2	120	75	372v3
L/650/8923	Locating and Excavating to Expose Buried Utility Services in the Workplace	2	130	80	782v1

Pathway Eight – Street Ironwork

This pathway consists of **four** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
Y/508/6533	Moving, Handling and Storing Resources in the Workplace	2	50	27	643v1
D/651/3699	Installing Street Ironwork in the Workplace (Metal, Plastic, Concrete and Composite Materials)	2	90	60	366v3

Pathway Nine – Road Maintenance – Maintenance Response Team Operations

This pathway consists of **five** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
T/651/3712	Preparing Maintenance Response Teams' Vehicles	2	60	30	536v4
A/651/3714	Responding to and Assisting with Road-Related Incidents in Operational Circumstances	2	90	65	537v4
D/651/3715	Installing and Removing Emergency Temporary Traffic Management on Motorways, High Speed Dual Carriageways or Rural and Urban Roads	2	80	55	538v5

Pathway Ten – Plant – Road Sweeping

This pathway consists of **three** mandatory units. Candidates must complete **all** the units to be awarded this qualification.

Unit Number	Unit Title	Level	TQT	GLH	CITB Ref.
Mandatory Units – Candidates must complete **all** units in this group.					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	20	17	641v1
T/508/6538	Conforming to Productive Working Practices in the Workplace	2	30	20	642v1
H/615/9459	Preparing and Operating Plant or Machinery to Sweep, Clean or Clear in the Workplace	2	130	68	761v2

Centre Requirements

Centres must be approved to deliver this qualification. If your centre is not approved to deliver this qualification, please complete and submit the **ProQual Additional Qualification Approval Form.**

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.

Centres must have the appropriate equipment to enable candidates to carry out the practical requirements of this qualification.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title:

ProQual Level 2 NVQ Certificate in Roadbuilding and Maintenance (Construction)

Claiming certificates

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

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

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.

Assessment Requirements

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

Evidence can include:

- Observation report by assessor
- Assignments/projects/reports
- Professional discussion
- Witness testimony
- Candidate product
- Worksheets
- Record of oral and written questioning
- Recognition of Prior Learning

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

Centre staff assessing this qualification must be **occupationally competent** and qualified to make assessment decisions. Assessors who are suitably qualified may hold a qualification such as, but not limited to:

- ProQual Level 3 Certificate in Teaching, Training and Assessment.
- ProQual Level 3 Award in Education and Training.
- ProQual Level 3 Award in Assessing Competence in the Work Environment.

Candidate portfolios must be internally verified by centre staff who are **occupationally knowledgeable** and qualified to make quality assurance decisions. Internal verifiers who are suitably qualified may hold a qualification such as:

- ProQual Level 4 Award in the Internal QA of Assessment Processes and Practice.
- ProQual Level 4 Certificate in Leading the Internal QA of Assessment Processes and Practice.

Occupationally competent means capable of carrying out the full requirements contained within a unit. **Occupationally knowledgeable** means possessing relevant knowledge and understanding.

All practical assessment for this qualification must be carried out in a real working environment. Evidence of workplace skills cannot be simulated.

Enquiries, Appeals and Adjustments

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.

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

Units – Learning Outcomes and Assessment Criteria

Title:	Conforming to General Health, Safety and Welfare in the Workplace			**Level:**	1
Unit Number:	A/503/1170	**TQT:**	20	**GLH:**	17

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
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: • Collective protective measures • Personal protective equipment (PPE) • Respiratory protective equipment (RPE) • Local exhaust ventilation (LEV).
		1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.

1	*Continued*	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.
		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	*Continued*	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: • Dealing with accidents and emergencies. Associated with the work and environment. • Methods of receiving or sourcing information. • Reporting. • Stopping work. • Evacuation. • Fire risks and safe exit procedures. • Consultation and feedback.
		3.7	State the appropriate types of fire extinguishers relevant to the work.
		3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.
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: • Recognising when to stop work in the face of serious and imminent danger to self and/or others • Contributing to discussions and providing feedback • Reporting changed circumstances and incidents in the workplace • Complying with the environmental requirements of the workplace.
		4.3	Give examples of how the behaviour and actions of individuals could affect others within the workplace.

5	Comply with and support all organisational security arrangements and approved procedures.	5.1	Provide appropriate support for security arrangements in accordance with approved procedures: • During the working day • On completion of the day's work • For unauthorised personnel (other operatives and the general public) • For theft.
		5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Conforming to Productive Working Practices in the Workplace			Level:	2
Unit Number:	T/508/6538	TQT:	20	GLH:	17

Learning Outcomes *The learner will be able to:*		Assessment Criteria *The learner can:*	
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: • Using resources for own and other's work requirements. • Allocating appropriate work to employees. • Organising the work sequence. • Reducing carbon emissions.
		2.4	Describe how to contribute to zero/low carbon work outcomes within the built environment.

3	Maintain relevant records in accordance with the organisational procedures.	3.1	Complete relevant documentation according to the occupation as required by the organisation.
		3.2	Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: • Job cards. • Worksheets. • Material/resource lists. • Time sheets.
		3.3	Explain the reasons for ensuring documentation is completed clearly and within given timescales.
4	Maintain good working relationships when conforming to productive working practices.	4.1	Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.
		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: • Individuals. • Customer and operative. • Operative and line management. • Own and other occupations.
		4.4	Describe why it is important to work effectively with line management, colleagues and customers.
		4.5	Describe how working relationships could have an effect on productive working.
		4.6	Describe how to apply principles of equality and diversity when communicating and working with others.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
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Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Moving, Handling and Storing Resources in the Workplace			**Level:**	2
Unit Number:	Y/508/6533	**TQT:**	50	**GLH:**	27

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
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: • In the workplace. • In confined spaces. • Below ground level • At height • With tools and equipment. • With materials and substances. • With movement/storage of materials and by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.

2	*Continued*	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.
		3.3	Protect the environment in accordance with safe working practices as appropriate to the work.
		3.4	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling **and/or** storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: Collective protective measures. Personal protective equipment (PPE). Respiratory protective equipment (RPE). Local exhaust ventilation (LEV).
		3.5	Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
		3.6	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

4	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1	Select the relevant resources to be moved, handled and/or stored, associated with own work
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: • Lifting and handling aids. • Container(s). • Fixing, holding and securing systems.
		4.3	Describe how the resources should be handled and how any problems associated with the resources are reported.
		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and methods of work.
5	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1	Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Dispose of waste and packaging in accordance with legislation.
		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: • Progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1	Demonstrate the following work skills when moving, handling and/or storing occupational resources: • Moving. • Positioning. • Storing • Securing and/or using lifting aids and kinetic lifting techniques.
		7.2	Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: • Sheet material. • Loose material. • Bagged or wrapped material. • Fragile material. • Tools and equipment. • Components. • Liquids.
		7.3	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.
		7.4	Describe the needs of other occupations when moving, handling and/or storing resources.

Additional Assessment Information

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Title:	Laying Flexible Pavement Materials in the Workplace			**Level:**	2
Unit Number:	L/651/3693	**TQT:**	140	**GLH:**	85

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when laying flexible pavement materials.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Official guidance and current regulations governing the laying of flexible pavements materials.

2	Know how to comply with relevant legislation and official guidance when laying flexible pavement materials.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 laying flexible pavement materials.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying of flexible pavement materials.
		3.2	Demonstrate compliance with given information and relevant legislation when laying flexible pavement materials relating to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying flexible pavement materials and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.

3	*Continued*	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to lay flexible pavement materials.	4.1	Select resources associated with own work in relation to materials, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Unbound sub-base materials. • Jointing materials. • Flexible pavement materials, asphalt concretes, hot rolled asphalt, stone mastic asphalt, mastic asphalt and resin bound versions. • Hand tools, power tools, pedestrian operated plant and ancillary equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how identify by calculation quantity, length, area and wastage associated with the method and procedure to lay flexible pavement materials.
5	Minimise the risk of damage to the work and surrounding area when laying flexible pavement materials.	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	*Continued*	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when laying flexible pavement materials.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme .
7	Comply with the given contract information to lay flexible pavement materials to the required specification.	7.1	Demonstrate the following work skills when laying flexible pavement materials: • Measuring. • Marking out. • Preparing. • Laying. • Spreading. • Levelling. • Compacting. • Finishing.
		7.2	Use and maintain hand tools, power tools, pedestrian operated plant and ancillary equipment.
		7.3	Lay flexible pavement materials to given working instructions relating to: • Unbound sub-base construction. • Preparing and forming joints. • Flexible surface material.

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Prepare the area for laying of flexible pavement materials. • Conform to agreed specifications . • Determine the suitability of flexible pavement materials. • Lay, compact and finish unbound sub-base. • Prepare and form joints. • Lay, compact and finish flexible pavement materials. • Work around street furniture and ironwork. • Apply sealers, sealants, tack and bond coats and bitumen. • Work with, around and in close proximity to plant and machinery. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools, pedestrian operated plant and equipment.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when laying flexible pavement materials.
		7.6	Describe how to maintain the tools and equipment used when laying flexible pavement materials.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Setting Out Secondary Dimensional Work Control in the Workplace			**Level:**	2
Unit Number:	K/508/6536	**TQT:**	70	**GLH:**	33

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to setting out dimensional control of the work.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Official guidance and current regulations governing buildings and construction work

2	Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 setting out dimensional control of the work.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during setting out dimensional control of the work.
		3.2	Demonstrate compliance with given information and relevant legislation when setting out dimensional control of the work in relation to two or more of the following: • safe use of access equipment/working platforms. • safe handling of materials . • safe use and storage of materials, tools and equipment. • specific risks to health.

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying flexible pavement materials and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV)
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources to set out dimensional control of the work.	4.1	Select resources associated with the work in relation to measuring tools and instruments, marking materials/components, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: • Measuring tools and instruments. • Marking equipment. • Level and alignment tools.
		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	*Continued*	4.5	Describe any potential hazards associated with the resources and methods of work.
		4.6	Describe how to identify quantity of resources associated with the method/procedure to set out for secondary dimensional work control.
5	Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.	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 dimensional control of the work.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	Describe the purpose of the work programme and describe why deadlines should be kept in relation to: • Types of progress charts, timetables and estimated times. • Organisational procedures for reporting circumstances which will affect the work programme. .

7	Comply with the given contract information to set out dimensional control of the work to the required specification.	7.1	Demonstrate the following work skills when setting out dimensional control of the work: • Transferring. • Transposing. • Levelling. • Measuring. • Marking. • Positioning. • Fixing • Securing.
		7.2	Use and maintain hand tools, measuring and marking equipment.
		7.3	Set out secondary dimensional control for the work to given working instructions for three or more of the following: • Line. • Level. • Depth. • Area. • Height. • Angle.
		7.4	follow procedures, report problems and establish authority needed to rectify, to: • Measure and set out secondary dimensional control for the work. • Measure, align and level to dimensional control requirements. • Transfer and set out lines, angles and levels to dimensional control requirements. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Use hand tools, measuring and marking equipment. • Work at height. • Use access equipment.

7	*Continued*	7.5	Describe how to calculate height, depth, angle, length and area associated with the method/procedure to set out secondary dimensional work control.
		7.6	Describe the needs of other occupations and how to effectively communicate within a team when setting out dimensional control of the work
		7.7	Describe how to maintain the hand tools, measuring, marking and ancillary and equipment used to set out dimensional control of the work.

Endorsement Requirements

This unit must be endorsed with **three** of the following:

- Line.
- Level.
- Depth.
- Area.
- Height.
- Angle.

Endorsements will appear on unit certificates.

Additional Assessment Information

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Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
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Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

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Title:	Laying Modular Pavement in the Workplace			**Level:**	2
Unit Number:	R/651/0010	**TQT:**	140	**GLH:**	85

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when laying modular pavement.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Official guidance and current regulations governing the laying of modular pavement.

2	Know how to comply with relevant legislation and official guidance when laying modular pavement.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 laying modular pavement.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying modular pavement.
		3.2	Demonstrate compliance with given information and relevant legislation when laying modular pavement relating to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying modular pavement and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.

3	*Continued*	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to lay modular pavement.	4.1	Select resources associated with own work in relation to materials, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Graded granular material, mortar and concrete. • Blocks, stone setts, bricks, flags and natural stone. • Kerbs, channels and drainage. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how identify by calculation quantity, length, area and wastage associated with the method and procedure to lay modular paving
5	Minimise the risk of damage to the work and surrounding area when laying modular pavement.	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	*Continued*	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when laying modular pavement.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to lay modular pavement to the required specification.	7.1	Demonstrate the following work skills when laying modular pavement: • Setting out. • Preparing. • Measuring. • Marking out. • Cutting. • Placing. • Laying. Levelling. • Aligning. • Compacting. • Finishing.
		7.2	Use and maintain hand tools, power tools, pedestrian operated plant and ancillary equipment.
		7.3	Place bedding and lay modular paving manually and/or by machine to given working instructions, to produce a bound or unbound pavement using at least two of the following: • Block paving. • Brick paving. • Stone and/or concrete setts. • Flags. • Natural stone rough cut (riven and/or cropped) • Natural stone uniformly cut (sawn in dimension)

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Confirm the type of block, brick, sett, flag and natural stone modular paving unit, bedding and jointing materials. • Conform to the agreed specifications. • Identify the differences between rigid (bound) and flexible (unbound) pavements. • Inspect and confirm substrate as acceptable for laying modular paving to given specification. • Set out the area and prepare substrate for modular pavement construction. • Kerbs, channels, edgings and drainage. • Mark and cut modular paving. • Lay modular block, brick, sett, flag and natural stone paving manually and by machine to the required design, pattern, levels and stability. • Work around street furniture and ironwork. • Work with, in close proximity to and around plant or machinery. • Monitor and check work against specification(s). • Lift modular paving for removal, maintenance and repair. • Maintain and repair modular paving to match existing design functions. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment.

7	*Continued*	7.5	Describe the needs of other occupations and how to effectively communicate within a team when laying flexible pavement materials.
		7.6	Describe how to maintain the tools and equipment used when laying flexible pavement materials.

Endorsement Requirements

This unit must be endorsed with **two** of the following:

- Block Paving.
- Brick Paving.
- Stone and/or Concrete Setts.
- Flags.
- Natural Stone Uniformly Cut.
- Natural Stone Rough Cut.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

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- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

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Title:	Preparing and Operating Powered Units, Tools or Pedestrian Plant, Machinery or Equipment in the Workplace			**Level:**	2
Unit Number:	D/651/0014	**TQT:**	70	**GLH:**	33

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Operating instructions.

2	Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment..	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 preparing for and using powered units, tools or pedestrian plant, machinery or equipment.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when using powered units, tools or pedestrian plant, machinery or equipment
		3.2	Demonstrate compliance with given information and relevant legislation using powered units, tools or pedestrian plant, machinery or equipment relating to the following: • Safe use of access equipment. • Safe handling of materials. • Safe use and storage of materials, tools and equipment. • Specific risks to health.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to powered units, tools or pedestrian plant, machinery or equipment use and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).

3	*Continued*	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 to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.	4.1	Select resources associated with the type of work in relation to fuel/power source, lubricants and consumables.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relating to: • Power source/fuels. • Consumables and lubricants.
		4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.5	Describe any potential hazards associated with the resources and methods of work.
		4.6	Describe how to identify quantity, length, area and wastage associated with the method/procedures to operate powered units, tools or pedestrian plant, machinery or equipment.
5	Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.	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	*Continued*	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 preparing to and using powered units, tools or pedestrian plant, machinery or equipment.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme .
7	Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.	7.1	Demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment: • Starting. • Stopping. • Replenishing. • Controlling. • Cleaning
		7.2	Use and maintain powered units, tools and ancillary equipment.
		7.3	Operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to: • Continual running. • Closing down. • Cleaning.

7	*Continued*	7.4	Return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work.
		7.5	Disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment.
		7.6	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Prepare, position and set up for work. • Secure accessories and tool attachments. • Carry out pre-use and function checks to manufacturers' and suppliers' information/ and procedures. • Complete pre-start and post stop checks. • Recognise the characteristics of the plant, machinery and equipment. • Identify specific operating and safety requirements for the task and work. • Recognise and determine when specific skills and knowledge are required and report accordingly. • Operate, use and control. • Monitor and maintain. • Replenish consumables. • Close down and secure. • Disassemble and clean. • Use access equipment. • Transport and store.
		7.7	Describe the needs of other occupations and how to effectively communicate within a team when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.
		7.8	Describe how to maintain the hand tools, portable power tools, powered units, pedestrian plant, machinery and ancillary equipment used for the work.

Endorsement Requirements

This unit must be endorsed with **one** of the following:

- Generators.
- Pumps.
- Pedestrian operated plant or machines.
- Mixers
- Compressors.
- Self-powered tools.

Additional Assessment Information

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- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

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Title:	Laying Preformed Kerbs and Channels in the Workplace			**Level:**	2
Unit Number:	F/651/0015	**TQT:**	140	**GLH:**	85

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when laying preformed kerbs and channels.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations for laying preformed kerbs and channels

2	Know how to comply with relevant legislation and official guidance when laying preformed kerbs and channels.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 laying preformed kerbs and channels.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying preformed kerbs and channels.
		3.2	Demonstrate compliance with given information and relevant legislation when laying preformed kerbs and channels, relating to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Other affected by the work.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying preformed channels and kerbs and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.

3	*Continued*	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to lay preformed kerbs and channels.	4.1	Select resources associated with own work in relation to materials, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Sand, cement, aggregates, additives, sealants and resins. • Kerbs, channels and combined drainage and kerb systems. • Hand tools, power tools and ancillary equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, quantity, length, area and wastage associated with the method and procedure to lay preformed kerbs, channels and combined drainage and kerb systems.
5	Minimise the risk of damage to the work and surrounding area when laying preformed kerbs and channels.	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	*Continued*	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when laying preformed kerbs and channels.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to lay preformed kerbs and channels to the required specification.	7.1	Demonstrate the following work skills when laying preformed kerbs and channels: • Measuring. • Marking out. • Curing. • Positioning. • Levelling. • Aligning. • Compacting. • Sealing • Finishing
		7.2	Use and maintain hand tools, power tools and ancillary equipment.
		7.3	Lay preformed kerbs and/or channels and/or combined drainage and kerb systems to given working instructions.

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Identify different types of kerbs, channels and combined drainage and kerb systems. • Conform to agreed specifications. • Set out the area and prepare substrate and foundation for laying kerbs, channels and combined drainage and kerb systems. • Lay and align kerbs, channels and combined drainage and kerb systems to the required specifications. • Mark and cut kerbs, channels and combined drainage and kerb systems. • Work around street furniture and ironwork. • Protect completed work for curing process. • Deal with others affected by the work. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when laying preformed kerbs, channels and combined drainage and kerb systems.
		7.6	Describe how to maintain the tools and equipment used when laying preformed kerbs, channels and combined drainage and kerb systems.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
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- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

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Title:	Forming and Finishing Excavations Manually in the Workplace			**Level:**	2
Unit Number:	M/650/8924	**TQT:**	100	**GLH:**	65

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when forming and finishing excavations manually.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations for laying preformed kerbs and channels

2	Know how to comply with relevant legislation and official guidance when forming and finishing excavations manually.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 forming and finishing excavations manually.	3.1	Us 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 forming and finishing excavations manually.
		3.2	Demonstrate compliance with given information and relevant legislation when forming and finishing excavations manually in relation to at least two of the following: • Safe use of access equipment. • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to forming and finishing excavations manually and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV)

3	*Continued*	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 form and finish excavations manually.	4.1	Select resources associated with own work in relation to materials and components, and tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Digging equipment. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area, volume and wastage associated with the method and procedure to form and finish excavations manually
5	Minimise the risk of damage to the work and surrounding area when forming and finishing excavations manually.	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	*Continued*	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 forming and finishing excavations manually.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to form and finish excavations manually to the required specification.	7.1	Demonstrate the following work skills when forming and finishing excavations manually: • Checking. • Locating • Measuring. • Marking out. • Excavating • Securing.
		7.2	Use and maintain hand tools, power tools and ancillary equipment.
		7.3	Form and finish excavations manually to given working instructions.

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Locate, position, identify and confirm the type of surface and sub-surface composition including ground water. • Conform to agreed specifications. • Plan, prepare, set out and mark out excavations. • Remove surface courses, street furniture and sub-surface structures. • Protect and monitor adjacent structures. • Excavate, form and finish ground manually. • Recognise changes in ground conditions, ground water conditions, soil types and excavation stability. • Recognise the dangers of loads and structures at the edge of excavations. • Identify and locate utility services, excavate around services and protect. • Monitor and check accuracy during progress and on completion of work. • Recognise inspection and test criteria for excavations. • Identify and store excavated and reusable materials. • Confirm the disposal of unusable materials • Recognise the need for positioning, securing and removing excavation supports. • Provide for access and egress. • Work with, around and in close proximity to plant and machinery. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment. • Use access equipment. • Work at height.

7	*Continued*	7.5	Describe the needs of other occupations and how to effectively communicate within a team when forming and finishing excavations manually.
		7.6	Describe how to maintain the tools and equipment used when forming and finishing excavations manually.

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- Expert witness testimony.
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Title:	Reinstating Trenches in Paved Surfaces in the Workplace			**Level:**	2
Unit Number:	A/651/3698	**TQT:**	120	**GLH:**	75

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when reinstating trenches in paved surfaces.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations covering reinstating trenches in paved surfaces.

2	Know how to comply with relevant legislation and official guidance when reinstating trenches in paved surfaces.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company 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 reinstating trenches in paved surfaces.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when reinstating trenches in paved surfaces.
		3.2	Demonstrate compliance with given information and relevant legislation when reinstating trenches in paved surfaces in relation to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Others affected by the work.
		3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to reinstating trenches in paved surfaces and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).

3	*Continued*	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 reinstate trenches in paved surfaces.	4.1	Select resources associated with own work in relation to materials and components, and tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • New and re-usable materials, sub-base, road-base and pavement surface. • Cold-lay, warm-lay and hot-lay bituminous materials. • Sands and jointing materials. • Concrete, blocks and flags. • Natural soil based materials. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, quantity, length, area and wastage associated with the method and procedure to reinstate trenches in paved surfaces.

5	Minimise the risk of damage to the work and surrounding area when reinstating trenches in paved surfaces.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy work space.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when reinstating trenches in paved surfaces.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given contract information to reinstate trenches in paved surfaces to the required specification.	7.1	Demonstrate the following work skills when reinstating trenches in paved surfaces: • Backfilling. • Laying. • Compacting. • Levelling. • Securing. • Finishing.
		7.2	Use and maintain hand tools, power tools and ancillary equipment.

7	*Continued*	7.3	Reinstate trenches in paved surfaces to given working instructions, for sub-grades, sub bases and foundations relating to at least one of the following: • Bituminous materials. • Sealants and emulsions. • Concrete. • Modular structures.
		7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Confirm the type of ground structure for reinstatement (bituminous, concrete, modular, natural). • Conform to the agreed specification. • Reinstate and compact backfill, sub-grades, sub-bases, foundations and pavement bases for the relevant type of ground structure. • Protect service apparatus and sub-structures during reinstatement. • Reinstate the relevant type of ground surface, pavement surface, specialist surface treatments, kerbs, edge restraints, street ironwork and pavement markings. • Work around street furniture and ironwork. • Dispose of surplus materials. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment.

7	*Continued*	7.5	Describe the needs of other occupations and how to effectively communicate within a team when reinstating trenches in paved surfaces.
		7.6	Describe how to maintain the tools and equipment used when reinstating trenches in paved surfaces.

Endorsement Requirements

This unit must be endorsed with **one** of the following endorsements:

- Bituminous Materials.
- Sealants and Emulsions.
- Concrete.
- Modular Structures.

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Title:	Identifying and Marking the Location of Utilities Apparatus and Sub-Structures in the Workplace			**Level:**	2
Unit Number:	K/650/8922	**TQT:**	120	**GLH:**	75

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when identifying and marking the location of utilities apparatus and sub-structures.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations and official guidance governing utilities

2	Know how to comply with relevant legislation and official guidance when identifying and marking the location of utilities apparatus and sub-structures.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers available when identifying and marking the location of utilities apparatus and sub-structures and describe how and when they are used.
3	Maintain safe and healthy working practices when identifying and marking the location of utilities apparatus and sub-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 identifying and marking the location of utilities apparatus and sub-structures.
		3.2	Demonstrate compliance with given information and relevant legislation when identifying and marking the location of utilities apparatus and sub-structures in relation to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Others affected by the work.

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to identifying and marking the location of utilities apparatus and sub-structures and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		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, damage to utilities apparatus and sub-structures and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to identify and mark the location of utilities apparatus and sub-structures.	4.1	Select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Electronic location instruments. • Marking materials and equipment. • Hand tools, power tools and equipment. • Ancillary equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

4	*Continued*	4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, quantity, length and area associated with the method and procedure to identify and mark the location of utilities apparatus and sub-structures.
5	Minimise the risk of damage to the work and surrounding area when identifying and marking the location of utilities apparatus and sub-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 identifying and marking the location of utilities apparatus and sub-structures.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to Identify and mark the location of utilities apparatus and sub-structures to the required specification.	7.1	Demonstrate the following work skills when identifying and marking the location of utilities apparatus and sub-structures: • Measuring. • Locating. • Identifying. • Marking out. • Positioning. • Protecting. • Securing.
		7.2	Use and maintain hand tools, power tools and ancillary equipment.
		7.3	Survey, identify and mark the location of utilities apparatus and sub-structures to given working instructions

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Ensure electronic equipment is calibrated. • Conform to agreed specification and local utility providers requirements. • Identify utilities apparatus and sub-structures by electronic locators and visually. • Confirm the type of service including gas, fuel, electric, communication, water, sewage. • Work around street furniture and ironwork. • Recognise identification markers for utility types. • Confirm structures (foundations, inspection chambers, joint and junction boxes). • Confirm the impact of the natural environment (tree roots, watercourses). • Mark the position of the utilities apparatus and sub-structures. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment. • Work at height.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when identifying and marking the location of utilities apparatus and sub-structures.
		7.6	Describe how to maintain the tools, equipment and electronic instruments used when identifying and marking the location of utilities apparatus and sub-structures.

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- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

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Title:	Locating and Excavating to Expose Buried Utility Services in the Workplace			**Level:**	2
Unit Number:	L/650/8923	**TQT:**	130	**GLH:**	85

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when locating and excavating to expose buried utility services.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements, survey and utility company information 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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations and official guidance governing utility services.

2	Know how to comply with relevant legislation and official guidance when locating and excavating to expose buried utility services.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers available when locating and excavating to expose buried utility services and describe how and when they are used.
3	Maintain safe and healthy working practices when locating and excavating to expose buried utility services.	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 locating and excavating to expose buried utility services
		3.2	Demonstrate compliance with given information and relevant legislation when locating and excavating to expose buried utility services in relation to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Others affected by the work. • Working with and around utility services, including ground penetration. • Working in excavations

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to locating and excavating to expose buried utility services and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		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, damage to utilities apparatus and sub structures and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work when locating and excavating to expose buried utility services.	4.1	Select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Electronic instruments. • Marking and protection materials. • Excavation plant and machinery. • Hand tools, power tools and equipment including specialist tools (insulated and non-sparking tools) • Ancillary equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

4	*Continued*	4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, the quantity, length, volume and area associated with the method/procedure to locate and excavate to expose buried utility services.
5	Minimise the risk of damage to the work and surrounding area when locating and excavating to expose buried utility services.	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 locating and excavating to expose buried utility services.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information when locating and excavating to expose buried utility services to the required specification..	7.1	Demonstrate the following work skills when locating and excavating to expose buried utility services: • Measuring. • Locating. • Exposing. • Marking out. • Positioning. • Protecting. • Securing.
		7.2	Use and maintain hand tools, power tools, ancillary equipment and electronic instruments.
		7.3	Locate and excavate to expose buried utility services to given working instructions.
		7.4	Apply protection measures to utility services.

7	*Continued*	7.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Ensure electronic equipment is calibrated. • Conform to agreed specification and local utility services providers requirements. • Identify utility services by electronic locators, trial holes and visually. • Recognise criteria for operating location equipment and their limitations. • Confirm the type of service including: gas, fuel, electric, communication, water, sewage. • Liaise with utility services organisations. • Recognise identification markers for utility types. • Excavate by hand and with the assistance of plant or machinery. • Work with, in close proximity to, and around plant and machinery. • Recognise the criteria for directing and guiding the operations and movement of plant and machinery. • Work around street furniture and ironwork. • Work in excavations, including the need for excavation supports, edge protection and access equipment. • Provide for the recognition and protection of the utility services, sub-structure and the natural environment during operational activities. • Install supports for exposed utility services. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, portable power tools and equipment including specialist equipment. • Use access equipment. • Work at height.

7	*Continued*	7.6	Describe the needs of other occupations and how to effectively communicate within a team when locating and excavating to expose buried utility services.
		7.7	Describe how to maintain the tools and equipment used to locate and excavate to expose buried utility services.

Additional Assessment Information

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Title:	Installing Street Ironwork in the Workplace (Metal, Plastic, Concrete and Composite Materials)			**Level:**	2
Unit Number:	D/651/3699	**TQT:**	90	**GLH:**	60

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when installing street ironwork (metal, plastic, concrete and composite materials).	1.1	Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements, survey and utility company information 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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations for installing street ironwork fixtures (metal, plastic, concrete and composite materials).

2	Know how to comply with relevant legislation and official guidance when installing street ironwork (metal, plastic, concrete and composite materials).	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers available when locating and excavating to expose buried utility services and describe how and when they are used.
3	Maintain safe and healthy working practices when installing street ironwork (metal, plastic, concrete and composite materials).	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 street ironwork (metal, plastic, concrete and composite materials).
		3.2	Demonstrate compliance with given information and relevant legislation when installing street ironwork (metal, plastic, concrete and composite materials) in relation to the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Others affected by the work.

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 street ironwork (metal, plastic, concrete and composite materials) and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE).
		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, damage to utilities apparatus and sub structures and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to install street ironwork (metal, plastic, concrete and composite materials).	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: • Sand, cement, mortar, and resin based materials • Bricks, shims, and proprietary products for adjusting. • Access covers and frames. • Gully grates and frames. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

4	*Continued*	4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, quantity and size associated with the method and procedure to install street ironwork (metal, plastic, concrete and composite materials).
5	Minimise the risk of damage to the work and surrounding area when installing street ironwork (metal, plastic, concrete and composite materials).	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 street ironwork (metal, plastic, concrete and composite materials).	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to install street ironwork (metal, plastic, concrete and composite materials) to the required specification.	7.1	Demonstrate the following work skills when installing street ironwork (metal, plastic, concrete and composite materials): • Measuring. • Marking out. • Positioning. • Fitting. • Levelling. • Aligning. • Securing.
		7.2	Use and maintain hand tools, power tools and ancillary equipment.
		7.3	Install street ironwork (metal, plastic, concrete and composite materials) to new and/or reinstated pavements to given working instructions relating to the following: • Access covers and frames. • Gully grates and frames.

7	*Continued*	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection. • Locate the area and position where the street ironwork is to be installed. • Conform to agreed specifications. • Remove, take up and set aside street ironworks. • Confirm the street ironwork, fixing and bedding requirements. • Work around street furniture. • Adjust height of existing street ironwork. • Position, fit, align, level and secure the street ironwork. • Protect ironwork during curing. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment. • Use ancillary equipment.
		7.6	Describe the needs of other occupations and how to effectively communicate within a team when installing street ironwork (metal, plastic, concrete and composite materials).
		7.7	Describe how to maintain the tools and equipment used when installing street ironwork (metal, plastic, concrete and composite materials).

Endorsement Requirements

This unit must be endorsed with one of the following endorsements:

- New
- Reinstatement

Endorsements will appear on the unit certificate.

Additional Assessment Information

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Title:	Preparing Maintenance Teams' Vehicles			**Level:**	2
Unit Number:	T/651/3712	**TQT:**	60	**GLH:**	30

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when preparing maintenance response teams' vehicles.	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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Official and statutory guidance governing vehicle use on roads, highways and motorways

2	Know how to comply with relevant legislation and official guidance when preparing maintenance response teams' vehicles.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting. • When driving vehicles.
		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.
		2.4	Describe the types of fire extinguishers available when preparing maintenance response teams' vehicles and describe how and when they are used.
3	Maintain safe and healthy working practices when preparing maintenance response teams' vehicles.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing maintenance response teams' vehicles.
		3.2	Demonstrate compliance with given information and relevant legislation when preparing maintenance response teams' vehicles in relation to at least three of the following: • Safe use, storage and handling of materials, tools and equipment. • Specific risks to health. • Safe use of fire extinguishers, as appropriate to the fire. • Maintenance of documentation.

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to preparing maintenance response teams' vehicles and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV)
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to prepare maintenance response teams' vehicles.	4.1	Select resources associated with own work in relation to replenishable items (consumables), tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Maintenance response teams' vehicle and consumables. • Designated equipment. • Hand tools, power tools and equipment. • Documentation.
		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	*Continued*	4.6	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.7	D Describe how identify by calculating, quantity and wastage of resources associated with the method and procedure to prepare maintenance response teams' vehicles.
5	Minimise the risk of damage to the work and surrounding area when preparing maintenance response teams' vehicles.	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 preparing maintenance response teams' vehicles	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to prepare maintenance response teams' vehicles to the required specification.	7.1	Demonstrate the following work skills when preparing maintenance response teams' vehicles: • Inspecting. • Checking. • Washing. • Cleaning. • Replenishing • Reporting.
		7.2	Use and maintain hand tools, power tools and ancillary equipment.
		7.3	Prepare maintenance response teams' vehicles to given working instructions, relating to the following: • Complete pre-use checks e.g. Coolant, oil, fuel, tyres, lights, indicators. • Complete pre-driving checks, e.g. Security (equipment and passengers), vision (mirrors windscreen and windows), driving position. • Designated carried equipment checks. • Complete motion checks, brakes. • Complete after use checks on vehicle and equipment.
		7.4	Report defects and discrepancies using the appropriate method when preparing maintenance response teams' vehicles.

7	*Continued*	7.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Identify and maintain fit for driving levels. • Conform to agreed specification. • Maintain the operational status of maintenance response teams' vehicles. • Maintain the operational status of the vehicles' equipment (cones, signs, lighting, lamps, disc cutter, chain saw). • Complete pre-use checks. • Complete pre-driving checks. • Complete motion checks. • Complete after use checks on vehicle and equipment. • Maintain vehicle records (daily log book, patrol sheets, vehicle and drive sheets). • Report defects and discrepancies (vehicle defects sheets, equipment check lists). • Complete point of work risk assessments. • Prepare the vehicle in accordance with prevailing conditions (type of road, daytime, night time, traffic volumes, road surface, visibility, weather conditions). • Use hand tools, power tools and equipment.
		7.5	Describe the needs of other occupations and how to effectively communicate within a team when preparing maintenance response teams' vehicles.
		7.6	Describe how to maintain the tools and equipment used when preparing maintenance response teams' vehicles.

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Title:	Responding to and Assisting with Road Related Incidents in Operational Circumstances			**Level:**	2
Unit Number:	A/651/3714	**TQT:**	90	**GLH:**	65

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when responding to and assisting with road-related incidents.	1.1	Interpret and extract relevant information, method statements, risk assessments in relation to the nature, extent and location of the incident.
		1.2	Extract relevant information to plan assistance for the incident.
		1.3	Comply with information and/or instructions derived from risk assessments and method statements
		1.4	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		1.5	Describe different types of information, their source and how they are interpreted in relation to: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations and official and statutory guidance governing work and incidents on motorways, high speed dual carriage ways, rural and urban roads.

2	Know how to comply with relevant legislation and official guidance when responding to and assisting with road-related incidents.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height. • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers available when responding to and assisting with road-related incidents and describe how and when they are used.
3	Maintain safe and healthy working practices when responding to and assisting with road-related incidents.	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 responding to and assisting with road-related incidents.
		3.2	Demonstrate compliance with given information and relevant legislation when responding to and assisting with road-related incidents relating to the following: • Safe use of access equipment. • Safe use of fire extinguishers, as appropriate to the fire • Safe use and storage of materials, tools and equipment. • Specific risks to health. • Flow and movement of traffic.

3	*Continued*	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to responding to and assisting with road-related incidents and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV).
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to respond to and assist with road-related incidents.	4.1	elect resources associated with own work in relation to_materials, components, consumables, tools and equipment.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relating to: • Traffic signals. • Temporary traffic management teams. • Temporary traffic management equipment. • Lifting equipment and accessories. • Clean up specialists. • Highway repair and maintenance teams. • Highway maintenance and repair materials. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.

4	*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 identify by calculation, quantity, length, area and wastage associated with the method and procedure to respond to and assist with road-related incidents.
5	Minimise the risk of damage to the work and surrounding area when responding to and assisting with road-related incidents.	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 responding to and assisting with road-related incidents.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme .

7	Comply with the given contract information to respond to and assist with road-related incidents to the required specification.	7.1	Demonstrate the following work skills when responding to and assisting with road-related incidents: • Planning. • Relaying • Clearing. • Controlling. • Guiding. • Communicating.
		7.2	Use and maintain powered units, tools and ancillary equipment.
		7.3	Respond to and assist with road-related incidents (routine, major or critical) to given working instructions, for at least four of the following: • Flooding. • Spillage or debris. • Infrastructure failure. • Adverse weather. • Collision without injury. • Collision with injury. • Collision with fatality. • Terrorist activity.
		7.4	Liaise with incident controller and follow instructions ensuring compliance with organisational procedures.
		7.5	Report on the conclusion of the incident in accordance with current legislation and organisational procedures.

7	*Continued*	7.6	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Assess response and assistance required for specific incidents, flooding, spillage, infrastructure failure, adverse weather, collision without injury, collision with injury, collision with fatality and terrorist activity. • Conform to agreed specification. • Complete point of work risk assessments (type of incident, incident duration, traffic speeds and volumes, lighting levels, weather and road geometry). • Liaise with incident controllers (emergency services) and follow instructions ensuring compliance with organisational procedures (visual, oral and electronic). • Deal with prevailing conditions, type of road, time of day, traffic volume, road surface, visibility, weather conditions. • Prioritise activities. • Adhere to response times. • Apply the principles of equality and diversity. • Report on the conclusion of the incident in accordance with current legislation and organisational procedures. • Use hand tools, power tools and equipment. • Install and operate lighting equipment. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Work at height. • Use access equipment. • Working with, around and in close proximity to plant and machinery. • Record details of the incident and complete organisational documentation (site sketch, photographs, incident report forms, emails, accident and emergency report).

7	*Continued*	7.7	Describe the needs of other occupations and how to effectively communicate within a team when responding to and assisting with road-related incidents.
		7.8	Describe how to maintain the tools and equipment used when responding to and assisting with road-related incidents.

Additional Assessment Information

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Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

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- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
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Title:	Installing and Removing Emergency Temporary Traffic Management on Motorways, High Speed Dual Carriageways or Rural and Urban Roads			**Level:**	2
Unit Number:	D/651/3715	**TQT:**	80	**GLH:**	55

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the work and resources when installing and removing emergency temporary traffic management.	1.1	Interpret and extract relevant information from instructions, 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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Verbal, written and graphical instructions. • Current regulations and official guidance governing work on motorways, high speed dual carriage ways, rural and urban roads.

2	Know how to comply with relevant legislation and official guidance when installing and removing emergency temporary traffic management.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • In the workplace. • Below ground level. • In confined spaces. • At height • With tools and equipment. • With materials and substances. • With movement and storage of materials by manual handling and mechanical lifting.
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
		2.4	Describe the types of fire extinguishers available when installing and removing emergency temporary traffic management and describe how and when they are use.
3	Maintain safe and healthy working practices when installing and removing emergency temporary traffic management.	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 removing emergency temporary traffic management.
		3.2	Demonstrate compliance with given information and relevant legislation when installing and removing emergency temporary traffic management in relation to the following: • Safe use, storage and handling of materials, tools and equipment. • Flow and movement of traffic. • Completed point of work risk assessments. • Specific risks to health.

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 and removing emergency temporary traffic management and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV)
		3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, damage to utilities apparatus and sub structures and other task-related activities.
4	Select the required quantity and quality of resources for the methods of work to install and remove emergency temporary traffic management.	4.1	Select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments.
		4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Traffic control equipment (cones, signs, lights, lamps, guards and barriers.) • Communication equipment. • Hand tools, power tools and equipment.
		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

4	*Continued*	4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to identify by calculation, quantity, length, area and wastage associated with the method and procedure to install and remove emergency temporary traffic management.
5	Minimise the risk of damage to the work and surrounding area when installing and removing emergency temporary traffic management.	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 removing emergency temporary traffic management.	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: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

7	Comply with the given contract information to install and remove emergency temporary traffic management to the required specification.	7.1	Demonstrate the following work skills when installing and removing emergency temporary traffic management: • Planning. • Locating. • Setting out. • Positioning. • Installing. • Maintaining. • Removing.
		7.2	Use and maintain hand tools, power tools, ancillary equipment and electronic instruments.
		7.3	Install and remove emergency temporary traffic management to given working instructions on motorways, high speed dual carriage ways or rural and urban roads: • Select and prepare materials, components and equipment • Unload and load temporary traffic. management equipment. • Co-ordinate communications and procedures for setting up and maintaining the emergency temporary traffic management. • Maintain the operational integrity of the emergency temporary traffic management components and equipment while in use.

		7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • Liaise with incident controllers (police, ambulance, fire, highways agency, local authority). • Conform to the agreed specifications. • Apply the principles of incident control including survey, assess, disseminate, casualties, hazards, access, location, emergency services and type (SADCHALET). • Identify a setting down location. • Control the flow of traffic. • Protect the scene of the incident from contamination, danger or damage by position of the incident support vehicle and controlling traffic flow. • Deal with displaced and damaged equipment. • Select and prepare materials, components and equipment. • Unload and load traffic management equipment. • Install and remove emergency temporary traffic management systems. • Co-ordinate communications and procedures for setting up and maintaining the emergency temporary traffic management. • Maintain the operational integrity of the emergency temporary traffic management components and equipment while in use. • Apply compliant relief measures, trapped traffic, reverse flow, road closure, diversion, lane restrictions. • Record and communicate the resolution of the incident and the removal of the emergency temporary traffic management. • Return infrastructure to operational status. • Recognise and determine when specialist skills and knowledge are required and report accordingly. • Use hand tools, power tools and equipment.

7	*Continued*	7.5	Describe the needs of other occupations and how to effectively communicate within a team when installing and removing emergency temporary traffic management at an incident.
		7.6	Describe how to maintain the hand tools and/or portable power tools and ancillary equipment used when installing and removing emergency temporary traffic management.

Endorsement Requirements

This unit must be endorsed with one of the following endorsements:

- High Speed Roads.
- Rural and Urban Roads.

Endorsements will appear on the unit certificate.

Additional Assessment Information

Where an assessment criteria is **knowledge based,** this means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Where an assessment criteria is **competency based,** this means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not,** in themselves, constitute evidence of achievement.

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Evidence of practical skills **may not** be simulated; and must be collected in a **real workplace environment.**

Title:	Preparing and Operating Plant or Machinery to Sweep, Clean or Clear in the Workplace			**Level:**	2
Unit Number:	H/615/9459	**TQT:**	130	**GLH:**	68

Learning Outcomes *The learner will be able to:*		**Assessment Criteria** *The learner can:*	
1	Interpret the given information relating to the preparation and use of plant or machinery to sweep, clean or clear.	1.1	Interpret and extract relevant information from instructions, 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: • Drawings. • Specifications. • Schedules. • Risk assessments. • Method statements. • Manufacturers' information. • Waste carriers register. • Current regulations governing the operation of plant or machinery.

2	Organise with others the sequence and operation in which sweeping, cleaning or clearing operations using plant or machinery are to be carried out.	2.1	Organise the work according to given information or instructions.
		2.2	Describe how to communicate ideas between team members.
		2.3	Organise and communicate with team members and other associated occupations.
		2.4	Describe how to organise resources prior to and during sweeping, cleaning or clearing operations with plant or machinery.
3	Know how to comply with relevant legislation and official guidance when carrying out sweeping, cleaning or clearing operations.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: • 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.
		3.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		3.3	Explain what the accident reporting procedures are and who is responsible for making reports.
4	Maintain safe and healthy working practices when preparing for and operating plant or machinery to sweep, clean or clear.	4.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during sweeping, cleaning or clearing operations.
		3.2	Demonstrate compliance with given information and relevant legislation carrying out sweeping, cleaning or clearing operations using plant or machinery in relation to the following: • Safe use, storage and handling of plant or machinery. • Safe use and storage of tools and equipment. • Specific risks to health.

4	*Continued*	4.3	Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to carrying out sweeping, cleaning or clearing operations using plant or machinery and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: • Collective protective measures. • Personal protective equipment (PPE). • Respiratory protective equipment (RPE). • Local exhaust ventilation (LEV)
		4.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
		4.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, damage to utilities apparatus and sub structures and other task-related activities.
5	Request and select the required quantity and quality of resources to prepare for and carry out sweeping, cleaning or clearing operations using plant or machinery.	5.1	Request and select resources associated with sweeping, cleaning or clearing operations in relation to consumables, materials, tools, ancillary equipment and accessories.
		5.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: • Consumables. • Brushes, hoses and nozzles. • Hand tools, ancillary equipment and accessories.
		5.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		5.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

5	*Continued*	5.5	Describe any potential hazards associated with the resources and methods of work.
		5.6	Describe how to identify weight, bearing, pressure, quantity, length and area associated with the method/procedures to operate plant or machinery for sweeping, cleaning or clearing operations..
6	Minimise the risk of damage to the work and surrounding area when preparing for and operating plant or machinery to sweep, clean or clear.	6.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		6.2	Prevent damage and maintain a clean work space.
		6.3	Dispose of waste in accordance with current legislation.
		6.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		6.5	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.
7	Complete the work within the allocated time when preparing to and operating plant or machinery to sweep, clean or clear..	7.1	Demonstrate completion of the work within the allocated time.
		7.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: • Types of productivity targets and time scales. • How time is estimated. • Organisational procedures for reporting circumstances which will affect the work programme.

8	Comply with the given contract information to operate plant or machinery to sweep, clean or clear to the required specification.	8.1	Demonstrate the following work skills when preparing for, and operating plant or machinery to sweep, clean or clear: • Checking. • Preparing. • Refilling. • Replenishing. • Setting up. • Aligning. • Engaging. • Adjusting. • Manoeuvring. • Emptying. • Washing out. • Clearing. • Cleaning.
		8.2	Use and maintain hand tools and ancillary equipment.
		8.3	Prepare, set up and operate plant or machinery to sweep and carry out two or more of the following operations to given working instructions: • Tipping of lifted materials. • Scrub clean. • Hose clean, wet sweep. • Pressure wash clean. • Empty or clear by suction. • Blow clear.
		8.4	Shut down and secure plant or machinery.

8	*Continued*	8.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to: • Identify the characteristics of the plant, machinery and equipment used to sweep, clean and clear • Liaise with site representative • Complete pre-use and post stop checks for sweeper, cleaner, clearer and ancillary equipment • Carry out functional checks • Identify the area to be swept, cleaned and cleared • Check to avoid damage to structures, utilities service apparatus, vehicles, people and animals • Prepare, set up and adjust for operational requirements, safety and security • Operate plant, machinery and equipment; gears, clutch, brake, steering, reversing aids, speed and position for sweeping, cleaning and clearing patterns, sequences and operations • Monitor operations making use of audio and visual aids • Identify and deal with waste streams • Empty and discharge hopper and dispose of lifted materials • Recognise and avoid fly tipping • Form stockpiles • Replenish, refill water from remote hydrants • Monitor brush wear • Recognise and determine when specialist skills and knowledge are required and report accordingly • Be on the public highway • Deal with spills of oil, diesel, petrol and chemicals • Washout hopper • Operate in various conditions, day, night, low light, restricted visibility, changing weather conditions • Shut down and secure plant or machinery • Use hand tools, ancillary equipment and accessories. Use hand tools, power tools and equipment.

8	*Continued*	8.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing for and operating plant or machinery to sweep, clean or clear.
		8.7	Describe how to maintain the plant or machinery, hand tools, ancillary equipment and accessories used to sweep, clean or clear.

Endorsement Requirements

This unit must be endorsed with **one** of the following endorsements:

- Road Sweeper.
- Pavement Sweeper.
- Self-propelled Sweeper.
- Pedestrian Controlled Sweeper.
- Gully Cleaner.
- Gully Sucker.
- Pedestrian Controlled Cleaner.

This unit must be further endorsed with **two** of the following endorsements:

- Tipping of Lifted Materials.
- Scrub Clean.
- Hose Clean, Wet Sweep.
- Pressure Wash Clean.
- Empty or Clear by Suction.
- Blow Clear.

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Appendix One – Command Verb Definitions

The table below explains what is expected from each **command verb** used in an assessment objective. Not all verbs are used in this specification

Apply	Use existing knowledge or skills in a new or different context.
Analyse	Break a larger subject into smaller parts, examine them in detail and show how these parts are related to each other. This may be supported by reference to current research or theories.
Classify	Organise information according to specific criteria.
Compare	Examine subjects in detail, giving the similarities and differences.
Critically Compare	As with compare, but extended to include pros and cons of the subject. There may or may not be a conclusion or recommendation as appropriate.
Describe	Provide detailed, factual information about a subject.
Discuss	Give a detailed account of a subject, including a range of contrasting views and opinions.
Explain	As with describe, but extended to include causation and reasoning.
Identify	Select or ascertain appropriate information and details from a broader range of information or data.
Interpret	Use information or data to clarify or explain something.
Produce	Make or create something.
State	Give short, factual information about something.
Specify	State a fact or requirement clearly and in precise detail.

ProQual Awarding Body
ProQual House
Unit 1, Innovation Drive
Newport, Brough
HU15 2GX

Tel: 01430 423 822
enquiries@proqualab.com
www.proqualab.com