



## **National Unit Specification: general information**

**UNIT** Roads Maintenance: An Introduction to Efficient Working Practices (SCQF level 5)

**CODE** F55D 11

### **SUMMARY**

This Unit covers essential knowledge relating to efficient working practices in the Roads Maintenance environment and allows the candidates to gain practical experience in developing effective communications with others, following organisational procedures and sequences of work, and completing work records in accordance with correct working practices. The Unit is suitable for candidates who have had little or no experience to date in the Roads Maintenance environment and who want to gain and apply knowledge and understanding of efficient working practices in the workplace environment.

### **OUTCOMES**

- 1 Demonstrate knowledge and understanding of working practices that must be followed during practical road maintenance activities.
- 2 Follow organisational procedures while carrying out practical road maintenance activities.
- 3 Complete work records in accordance with organisational procedures while carrying out practical road maintenance activities.
- 4 Communicate with others during practical road maintenance activities.

### **RECOMMENDED ENTRY**

Entry to this Unit is at the discretion of the centre. This Unit is suitable for inexperienced or entry level candidates.

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#### **Administrative Information**

**Superclass:** TK

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## **National Unit Specification: general information (cont)**

**UNIT**        Roads Maintenance: An Introduction to Efficient Working Practices (SCQF level 5)

### **CREDIT VALUE**

0.5 credit at SCQF level 5 (3 SCQF credit points at SCQF level 5\*).

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

### **CORE SKILLS**

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication at SCQF level 3
- ◆ Working with Others at SCQF level 3

## **National Unit Specification: statement of standards**

### **UNIT       Roads Maintenance: An Introduction to Efficient Working Practices (SCQF level 5)**

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

#### **OUTCOME 1**

Demonstrate knowledge and understanding of working practices that must be followed during practical road maintenance activities.

##### **Performance Criteria**

- (a) Identify the people who must be communicated with during a range of maintenance activities and explain the importance of why you need to communicate with them.
- (b) Identify the correct organisational procedures to be followed during a range of maintenance activities and explain the reason for these procedures.
- (c) Identify the correct organisational procedures for completing records associated with a range of maintenance activities and explain the need for such procedures.

#### **OUTCOME 2**

Follow organisational procedures while carrying out practical road maintenance activities.

##### **Performance Criteria**

- (a) Follow organisational procedures for the correct use of resources throughout the activities.
- (b) Follow the sequence of work as laid down in organisational procedures throughout the activities.

#### **OUTCOME 3**

Complete work records in accordance with organisational procedures while carrying out practical road maintenance activities.

##### **Performance Criteria**

- (a) Complete job cards accurately in line with organisational procedures.
- (b) Complete time sheets accurately inline with organisational procedures.
- (c) Complete resource documents accurately in line with organisational procedures.

## National Unit Specification: statement of standards

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### **OUTCOME 4**

Communicate with others during practical road maintenance activities.

#### **Performance Criteria**

- (a) Accurately communicate job instructions to all relevant colleagues.
- (b) Accurately communicate all relevant information about the maintenance activities to clients.
- (c) Accurately communicate all relevant information about the maintenance activities to others who may be affected by the work.

### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. The specific Evidence Requirements for each Outcome are outlined below.

Written and/or oral evidence is required to demonstrate that the candidates have achieved Outcome 1. The evidence will be produced under closed-book supervised conditions within a time limit of 30 minutes.

Performance evidence supplemented with an assessor observation checklist is required to demonstrate that candidates have achieved all of the Performance Criteria in Outcomes 2, 3 and 4. The evidence will be produced under supervised conditions at appropriate points in the Unit once candidates have developed the necessary knowledge and skills.

Candidates should be given blank forms, where appropriate, to allow them to generate the evidence for Outcome 4. Evidence will be **one** completed job card, **one** completed time sheet, **one** completed resource document (eg a requisition or a procurement form).

These Evidence Requirements will be met by the completion of the Assessment Support Pack (ASP) that provides detailed assessment material for this Unit. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

## National Unit Specification: support notes

### **UNIT**      Roads Maintenance: An Introduction to Efficient Working Practices (SCQF level 5)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

#### **GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT**

This Unit is a mandatory Unit in the NPA in Roads Maintenance at SCQF level 5 but can also be taken as a free-standing Unit.

The content and context of this Unit is aimed at candidates who are interested in pursuing a career in roads and highways maintenance. Candidates will be introduced to the importance of communication, following appropriate procedures and record keeping for a range of maintenance activities before gaining practical experience of following procedures and completing work records.

Efficient working practices are integral and key to the Roads and Highways Maintenance Industry therefore throughout the Unit emphasis will be placed on the application of Safe Working Practices in line with current safety codes of practice and policies and regulations.

Centres should find opportunities to integrate the efficient working practices this Unit with all others in the Roads Maintenance NPA at SCQF level 5 eg some parts of this Unit could be combined with *Roads Maintenance: An Introduction to Signing, Lighting and Guarding* at SCQF level 5.

Site conditions should reflect as near as possible realistic working conditions.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

The learning environment for this Unit will be a combination of classroom and workshop based learning where the candidate will be involved in group activities and discussions. The knowledge element of this Unit would be taught in a classroom environment and put into practice and also in conjunction with the practical Outcomes.

Candidates should work in pairs or groups on the practical activity, although they will need to meet all Evidence Requirements individually.

#### **OPPORTUNITIES FOR CORE SKILL DEVELOPMENT**

Opportunities may arise in this Unit for candidates to develop aspects of the following Core Skills:

- ◆ Communication at SCQF level 3 by reading relevant legislation and work instructions, completing job cards and communicating with colleagues, clients and others affected by Roads and Highways Maintenance works
- ◆ Working with Others at SCQF level 3 by participating in a range of group activities and discussions

## **National Unit Specification: support notes (cont)**

**UNIT**      Roads Maintenance: An Introduction to Efficient Working Practices (SCQF level 5)

### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

Centres may use the instruments of Assessment which they consider to be most appropriate but are encouraged to use the Assessment Support Pack (ASP) developed centrally by SQA. It is expected that candidates will be given as much practise as possible in the methods of safe working practice and risk assessment methods etc, prior to being set the assessment tasks.

For Outcome 1 a suitable method for assessing candidate knowledge and understanding of efficient working practices could be through a set of multiple choice questions.

For Outcomes 2, 3 and 4, to allow candidates to generate the Performance Evidence centres should set a series of practical assignments which accurately reflect the Unit content. Simulation may be used for Outcomes 2 and 3.

### **Opportunities for the use of e-assessment**

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

### **CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).