



## National Unit Specification: general information

**UNIT** Roads Maintenance: An Introduction to Small Plant and Tool Operations (SCQF level 5)

**CODE** F55J 11

### SUMMARY

This Unit covers essential knowledge and practical experience relating to small plant and tool operations in the Roads and Highways Maintenance environment. 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 the knowledge and practical experience in how to apply that knowledge in the workplace environment. Candidates will identify, select and prepare plant and tools and then safely use these resources whilst complying with all relevant legislation.

### OUTCOMES

- 1 Identify, select and prepare plant and tools.
- 2 Use plant in accordance with manufacturer's instructions.
- 3 Comply with all workplace safety legislation requirements at all times.

### RECOMMENDED ENTRY

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

### 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.*

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### Administrative Information

**Superclass:** TK

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

**UNIT**        Roads Maintenance: An Introduction to Small Plant and Tool Operations (SCQF level 5)

### **CORE SKILLS**

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

This Unit provides opportunities 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 Small Plant and Tool Operations (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**

Identify, select and prepare plant and tools.

##### **Performance Criteria**

- (a) Identify appropriate powered tools and plant for the given task.
- (b) Demonstrate how to carry out pre-operational checks correctly using manufacturers and organisational instructions.
- (c) Demonstrate how to accurately record and report any damage or defects to an authorised person.
- (d) Explain how to store and secure plant and tools correctly.

#### **OUTCOME 2**

Use plant in accordance with manufacturer instructions.

##### **Performance Criteria**

- (a) Ensure appropriate safety guards are used correctly.
- (b) Demonstrate start and stop procedures in accordance with the manufacturers' instructions.
- (c) Operate plant and tools in accordance with organisational and manufacturers instructions.
- (d) Store and secure plant and tools correctly.

#### **OUTCOME 3**

Comply with all workplace safety legislation requirements at all times.

##### **Performance Criteria**

- (a) Select appropriate PPE equipment for a given task, in accordance with organisational requirements.
- (b) Demonstrate the correct adherence to statutory requirements and or safety notices and warning signs displayed in the workplace.
- (c) Dispose of waste in accordance with legislation requirements.

## **National Unit Specification: statement of standards (cont)**

**UNIT**        Roads Maintenance: An Introduction to Small Plant and Tool Operations (SCQF level 5)

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

Candidates must carry out a risk assessment before any practical activity.

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 Outcomes 1 and 3. The evidence will be produced under open-book supervised conditions within a time limit of 30 minutes. Candidates should have access to manufacturers instructions.

Performance evidence supplemented with an assessor observation checklist is required to demonstrate that candidates have achieved all of the Performance Criteria in Outcomes 1, 2 and 3. The evidence will be produced under supervised conditions at appropriate points in the Unit once candidates have developed the necessary knowledge and skills.

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 Small Plant and Tool Operations (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 small plant and tool operation associated with the industry and will gain practical experience of how to safely identify and use them.

Small plant and tool operations are integral and key to the Roads 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 may find opportunities to integrate this Unit with 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 Constructing Brick Works* at SCQF level 5. Candidates will find opportunities to integrate small plant and tools across most of the NPA practical Units.

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 in conjunction with the practical Outcomes.

Candidates could 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 through reading manufacturers' instructions and by recording and reporting
- ◆ 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 Small Plant and Tool Operations (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 all Outcomes a suitable method for assessing candidate knowledge and understanding of efficient working practices could be through a set of multiple choice questions. To allow candidates to generate the Performance Evidence centres should set a series of practical assignments which accurately reflect the Unit content.

#### **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)).