



National Unit Specification: general information

UNIT Wall and Floor Tiling: Project Planning and Preparation
(SCQF level 6)

CODE F6P7 12

SUMMARY

This Unit is suitable for candidates undertaking a Modern Apprenticeship in Wall and Floor Tiling and will develop the candidate's craft skills in the planning and preparation of an integrated craft project. This Unit requires candidates to cost and requisition the appropriate materials and assess the risk associated with the tiling activity they have planned. The Unit has also been designed to develop underpinning knowledge and understanding of annotated drawings, estimates, costing, requisition sheets and assessment of risk.

OUTCOMES

- 1 Plan craft project from a given specification.
- 2 Research, cost and requisition components and materials for craft project.
- 3 Assess the risks associated with craft project work.

RECOMMENDED ENTRY

While entry to this Unit is at the discretion of the centre, candidates undertaking the Professional Development Award in Wall and Floor Tiling at SCQF level 6 must meet the requirements of the Modern Apprentices, which include being employed in the relevant craft industry. It is strongly recommended that candidates carry out this Unit prior to or in conjunction with *Wall and Floor Tiling: Craft Projects* at SCQF level 6.

Administrative Information

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CREDIT VALUE

2 credit at SCQF level 6 (12 SCQF credit points at SCQF level 6*).

**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 or Core Skill components in this Unit

Opportunities for developing aspects of the following Core Skills are highlighted in Support Notes of this Unit:

- ◆ Problem Solving at SCQF level 4
- ◆ ICT at SCQF level 4
- ◆ Numeracy at SCQF level 4
- ◆ Communication at SCQF level 4

National Unit Specification: statement of standards

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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

Plan craft project from a given specification.

Performance Criteria

- (a) Produce annotated working drawings accurately.
- (b) Interpret technical information from given specification accurately.
- (c) Produce an estimate sheet from given specification accurately.
- (d) Select tools correctly for craft project.
- (e) Select equipment correctly for craft project.

OUTCOME 2

Research, cost and requisition components and materials for craft project.

Performance Criteria

- (a) Extract quantities of materials accurately from specification.
- (b) Research material sources correctly.
- (c) Apply wastage allowance correctly.
- (d) Cost components and materials accurately.
- (e) Requisition components and materials accurately.

OUTCOME 3

Assess the risks associated with craft project work.

Performance Criteria

- (a) Produce an accurate method statement.
- (b) Complete a risk assessment for craft project accurately.
- (c) Produce Control of Substances Hazardous to Health (COSHH) assessments accurately.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that the candidates have achieved this Unit to the standard specified in all the Outcomes and Performance Criteria. All working practices must be in line with relevant and current Health and Safety legislation and regulations.

For all Outcomes the project must entail the candidate planning and taking off measurements from given drawings. From these drawings, candidates are required to take off linear, square and cubic meterage. Candidates are required to produce annotated working drawings, estimate sheet, costing sheet and a requisition form for materials. A method statement, risk assessment and COSHH assessment must also be produced for the given project. Assessment must be carried out under controlled supervised conditions.

The Project must include the following:

- ◆ Cement rendering
- ◆ Wall tiling incorporating mosaic tiles
- ◆ Floor screeding
- ◆ Floor tiling
- ◆ Cove tiling
- ◆ Tile trims and expansion joints

Summary of Standards	
Item	Measurement of Standard
Annotated working drawings	Clean, neat and to scale
Technical information	Accurately produced
Estimate sheet	Neat, clean and accurate
Materials source	Researched correctly
Wastage allowance	Correctly calculated and applied
Materials requisition	Completed and accurate
Cost of materials	Neat, clean and accurate
Time sheets	Neat, clean and accurate
Method statement	Neat, clean and accurate
Risk assessment	Neat, clean and accurate
COSHH assessment	Neat, clean and accurate

Candidates must work individually in all Outcomes.

Assessment of this Unit should be carried out when the candidate has received sufficient training and is deemed ready to be assessed.

These Evidence Requirements will be met by the completion of the Training and Assessment Programme (TAP) *Wall & Floor Tiling*.

National Unit Specification: support notes

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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 80 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit has been developed as a mandatory Unit in the Professional Development Award in Wall and Floor Tiling at SCQF level 6, which is a mandatory component of the Modern Apprenticeship in Wall and Floor Tiling.

This Unit would be offered to candidates from the construction and related services industries. The skills and knowledge and understanding are transferable within different working environments but the Unit is primarily aimed at candidates whose normal place of work would be a site, workshop, or similar environment. It should be delivered as part of a structured programme of training and orientated to the context of the candidates work and area of responsibility.

The successful completion of this Unit will provide candidates with the required underpinning knowledge and skills relating to planning and preparing from a given project specification, annotated working drawings, estimates, costing and requisition sheets. This Unit will also provide candidates with the underpinning knowledge to produce method, risk and COSHH assessments.

The context of this Unit allows for a holistic integrated approach into other Units within the PDA in Wall and Floor Tiling. Therefore there are opportunities to integrate this Unit into *Wall and Floor Tiling: Fixing Wall Tiles Using Thin Set Adhesives*, *Wall and Floor Tiling: Craft Projects*, *Wall and Floor Tiling: Fixing Floor Tiles Using Adhesives* and *Wall and Floor Tiling: Fixing Mosaics* at SCQF level 6.

Health and Safety and Sustainability are integral and key to the Construction Industry and so throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety and Sustainability. Safety working practices should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to legislation affecting the conservation of the environment and its relevance to this trade and to the construction industry in general. Attention should also be drawn to the dangers of not implementing this legislation.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Learning and teaching for this Unit should be primarily classroom learning with the workshop used to assist in the completion of a risk assessment. Candidates should be made aware of the methods used to plan for a specific craft project. The correct methods of taking of measurements from drawings, estimating and costing materials should be taught. Candidates should be made aware of allowances to be made for wastage. The importance of producing accurate method statements and COSHH and risk assessments will enable the candidate to be aware of the importance of Health and Safety in the construction industry. It is recommended that candidates carry out risk assessments in a workshop environment. This should help to ensure that the candidate acquires the underpinning knowledge required for this Unit.

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Opportunities should be taken throughout delivery of this Unit to meet the requirements of the generic Units of the Training and Assessment Programme including:

- ◆ Conform to Efficient Working Practices
- ◆ Conform to General Workplace Safety
- ◆ Move and Handle Resources
- ◆ Confirm Work Activities and Resources for the Work
- ◆ Develop and Maintain Good Working Relationships
- ◆ Confirm the Occupational Method of Work

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

The Core Skill of *Problem Solving* could be developed to SCQF level 4 as candidates undertake this Unit. Candidates will need to take account of a range of factors in order to work efficiently and safely, such as the choice of appropriate materials for the project and sustainability. Individual discussions with assessors will enhance the evaluation of efficient working practices.

Opportunities in Outcome 2 arise for candidates to develop the Core Skill of *Information and Communication Technology* to SCQF 4 by researching materials and costing for the project. There are opportunities for candidates to record and complete costing exercises in an electronic format either in a word document or spreadsheet package.

Numeracy skills could be developed to SCQF level 4 through accurate measurement involved in taking off measurements from the given drawings and quantifying the materials required to complete the project including in this calculation an allowance for wastage.

Candidates could have the opportunity to develop *Communication* to SCQF level 4 for this Unit. As candidates complete exercises, they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Centres are advised to use the Wall and Floor Tiling Training and Assessment Programme (TAP) which has been developed centrally by the SQA. Any other instruments of assessment used must be comparable to the TAP and have been through prior verification.

Section 7 of the Wall and Floor Tiling TAP provides detailed assessment material for this Unit. It is expected that candidates will be given as much practice as possible and should be deemed competent prior to being set the assessment tasks contained within the TAP.

Outcomes 1 and 2

The candidates are required to plan and prepare a craft project and requisition components and materials for specific work. Candidate will be required to produce annotated drawings, estimate sheets and evidence of a correct interpretation of technical information. The appropriate section of the correct tools and equipment will also be required. An assessor checklist must be used to record evidence of the candidate's achievements.

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Outcomes 3 and 4

The candidates are required to research, cost and requisition materials for specific work with a realistic wastage allowance included in all calculations. Candidates will be required to produce accurate method statements, Risk and COSHH assessments. An assessor checklist must be used to record evidence of the candidate's achievements.

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 Communication 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)*.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements