



## National Unit Specification: general information

**UNIT** Moving and Handling Materials (SCQF level 5)

**CODE** F6PG 11

### SUMMARY

This Unit provides candidates with an introduction on how to manually move and handle materials and resources found and used within the construction environment. It will develop the candidate's understanding and practical skills in moving and handling materials and resources safely, using the correct manual handling techniques, whilst complying with all workplace and legislative requirements. On completion of this Unit candidates will be able to identify the characteristics of materials to be handled, the hazards associated with moving and handling specific materials. This Unit is suitable for candidates working towards a Modern Apprenticeship in the Construction Operative and Specialist suite.

### OUTCOMES

- 1 Establish the characteristics of the materials to be handled, including any potential hazards.
- 2 Protect the materials and surrounding area to prepare for moving materials.
- 3 Move and handle the specified materials.

### RECOMMENDED ENTRY

While entry to this Unit is at the discretion of the centre, candidates undertaking a National Progression Award at SCQF level 5, as part of a Modern Apprenticeship, must meet the necessary criteria which includes being employed in the relevant industry.

### CREDIT VALUE

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

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### **CORE SKILLS**

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

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

- ◆ *Numeracy* (SCQF level 3)
- ◆ *Communication* (SCQF level 3)
- ◆ *Working with Others* (SCQF level 3)
- ◆ *Problem Solving* (SCQF level 3)

## **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**

Establish the characteristics of the materials to be handled, including any potential hazards.

##### **Performance Criteria**

- (a) Identify the type, weight and size of the materials to be handled.
- (b) Identify any hazardous characteristics of the materials to be handled.
- (c) Select appropriate personal protective equipment (PPE) for the specified task, in accordance with organisational requirements.

#### **OUTCOME 2**

Protect the materials and surrounding area to prepare for moving materials.

##### **Performance Criteria**

- (a) Correctly prepare materials and the work area to reduce the potential of damage.
- (b) Remove any obstructions from the work area.
- (c) Select appropriate lifting aids to assist with carrying out the specified task.

#### **OUTCOME 3**

Move and handle the specified materials.

##### **Performance Criteria**

- (a) Move materials to the specified location.
- (b) Ensure materials are placed and stored securely in their new location.
- (c) Comply with all current workplace safety and legislative requirements.
- (d) Dispose of waste in accordance with legislative requirements.

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

### **UNIT        Moving and Handling Materials (SCQF level 5)**

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

Candidates are required to produce evidence to confirm that they have achieved all Outcomes and Performance Criteria outlined in this Unit.

Performance evidence is required for Outcomes 1, 2 and 3 – carrying out the activity of moving and handling materials to show the candidate has achieved the standard as set out in the Outcomes and Performance Criteria. This performance evidence must be supplemented with an assessor observation/operational checklist and produced at an appropriate interval in training, under supervised conditions, once the candidate has developed the necessary skills and knowledge required to carry out the work.

When carrying out the activity for assessment, the candidate should use the correct manual handling techniques and lifting aids for the specified task, and be required to handle and move at least three of the following types of materials:

- ◆ Sheet material
- ◆ Loose material
- ◆ Bagged or wrapped material
- ◆ Fragile material
- ◆ Components
- ◆ Liquids

As part of the assessment for this Unit, the candidate will also submit written product evidence such as a works checklist or completed risk assessment form. Oral evidence of knowledge and understanding may be demonstrated by the candidate during practical assignments set for all Outcomes and noted at the time by the observer.

## National Unit Specification: support notes

### UNIT Moving and Handling Materials (SCQF level 5)

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

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

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

The Outcomes and Performance Criteria for this Unit can be demonstrated by the candidate manually handling and moving at least three of the following types of materials:

- ◆ Sheet material
- ◆ Loose material
- ◆ Bagged or wrapped material
- ◆ Fragile material
- ◆ Components
- ◆ Liquids

The content and context of this Unit has been set at an introductory level so that the candidate can develop a basic knowledge and ability in manually moving and handling materials within a construction environment.

Health and Safety are vital to working practices within the construction industry and therefore, emphasis will be placed wherever appropriate during the delivery of this Unit on the correct application of Health and Safety principles and processes, in accordance with current codes of practice and legislation.

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

These notes are for guidance purposes only, but are not to be considered as complete guidance to learning and teaching approaches.

The introductory training for this Unit should take place in a separate training area independent of the productive work environment and using dedicated equipment and resources. This should cover underpinning principles before any practical application of knowledge is carried out by candidates.

Opportunities for integrated delivery of this Unit will be possible with all mandatory Units: *Prepare Machinery for Operational Performance*, *Construction Safety Practices: An Introduction*, and *Efficient Construction Practices: An Introduction*.

The delivery of this Unit should ensure that candidates acquire the knowledge required to enable them to move and handle materials correctly and safely, before carrying out any practical-based assignments within the workplace environment. Teaching should emphasise the importance of using correct manual handling techniques at all times. Candidates will also learn to recognise and use the correct manual handling techniques and necessary lifting aids appropriate for a specified task.

This will include ensuring candidates develop awareness of, and adhere to, relevant Health and Safety regulations and legislation relating both to working practices within the construction environment, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

## National Unit Specification: support notes (cont)

### UNIT      Moving and Handling Materials (SCQF level 5)

E-learning approaches may be appropriate to help tailor delivery to suit the individual needs or learning styles of candidates. This might include, for example, encouraging learners to use electronic resources to conduct research into a specific knowledge area.

#### OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

The Core Skill of *Numeracy* (SCQF level 3) will be developed by candidates as they apply basic skills, such as measuring and weighing, in order to calculate the size or quantity of the materials to be handled and decide upon any appropriate lifting aids required to help bear the load. Candidates will also be required to think critically when identifying the appropriate lifting aids and techniques to use — key elements of *Problem Solving* (SCQF level 3) (Outcome 2).

The opportunity for the Core Skill *Working with Others* (SCQF level 3) will be provided as candidates will need to ensure the safety of others as they comply with codes of practice and working regulations, and may also need to work with others when manually moving bulky or voluminous materials.

Throughout this Unit, candidates will be expected to use the Core Skill of *Communication* (SCQF level 3) within the work environment, for example to inform others of any safety considerations, using the correct terminology and a tone appropriate to the workplace environment. In addition, assessment processes may enable candidates the opportunity to develop their Written Communication skills.

## National Unit Specification: support notes (cont)

### UNIT Moving and Handling Materials (SCQF level 5)

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

Centres may use the Instruments of Assessment they consider to be most appropriate, and the following notes are given as guidance only.

Assessment may be integrated with all mandatory Units: *Prepare Machinery for Operational Performance*, *Construction Safety Practices: An Introduction*, and *Efficient Construction Practices: An Introduction*.

Underpinning knowledge of moving and handling materials should be assessed before any practical assignments are carried out by candidates. This will include assessment of a candidate's ability to select the correct lifting aids and techniques for a specified task. Assessment of practical performance should take place under supervised conditions and confirm a candidate's ability to carry out basic moving and handling tasks using the correct techniques and accessories, whilst adhering to Health and Safety regulations and legislation.

Outcomes 1, 2 and 3 may be assessed by centres setting candidates a series of appropriate practical assignments carried out under supervised conditions and recorded in an assessor observation/operational checklist. Practical assignments undertaken by a candidate will be assessed according to their ability to carry out the task safely, using appropriate machinery according to manufacturer's guidelines.

Adherence to appropriate working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the candidates towards all Outcomes.

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](http://www.sqa.org.uk/assessmentarrangements)