



National Unit specification: general information

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Unit code: H1HD 12

Superclass: TG

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Summary

This Unit is suitable for candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills and knowledge in installing complex sheet and tile floorcoverings. This Unit is designed to provide candidates with competence in the use of tools and equipment to install complex sheet and tile floorcoverings and the ability to apply these skills in the workplace.

Outcomes

- 1 Demonstrate knowledge and understanding of terminology and construction practices used in installing complex sheet and tile floorcoverings.
- 2 Check and prepare background surfaces for installing complex sheet and tile floorcoverings.
- 3 Set out for installing complex sheet and tile floorcoverings.
- 4 Install complex sheet floorcoverings.
- 5 Install complex tile floorcoverings.

Recommended entry

While entry to this Unit is at the discretion of the centre, candidates undertaking the Professional Development Award in Floorcovering Occupations at SCQF level 6 must meet the requirements of the Modern Apprenticeships which include being employed in the relevant craft industry.

National Unit specification: general information (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Credit points and level

2 National Unit credits 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

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill None

Core Skill component Critical Thinking at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

National Unit specification: statement of standards

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

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 terminology and construction practices used in installing complex sheet and tile floorcoverings.

Performance Criteria

- (a) Identify and select terminology relating to installing complex sheet and tile floorcoverings.
- (b) Identify and select construction practices relating to installing complex sheet and tile floorcoverings.
- (c) Interpret information accurately from drawings and or work specification for the task.
- (d) Identify and explain the usage of tools and equipment used to install complex floorcoverings.

Outcome 2

Check and prepare background surfaces for installing complex sheet and tile floorcoverings.

Performance Criteria

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Check surface is acceptable for installation.
- (c) Select appropriate tools and equipment for surface preparation.
- (d) Set out and secure surface preparation materials.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

Outcome 3

Set out for installing complex sheet and tile floorcoverings.

Performance Criteria

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Select the required quantity of materials, equipment and tools for given task.
- (c) Use appropriate methods to measure and set out work area.
- (d) Transfer lines and datum's correctly.
- (e) Set out starting points, lines and grid systems for laying complex floorcoverings.
- (f) Measure and set out work area for border.
- (g) Develop geometric pattern.
- (h) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Outcome 4

Install complex sheet floorcoverings.

Performance Criteria

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Select the required quantity of materials, equipment and tools for given task.
- (c) Position and install materials and components to agreed marks, patterns and designs in accordance with the specification.
- (d) Finish and protect floorcoverings in accordance with the specification.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

Outcome 5

Install complex tile floorcoverings.

Performance Criteria

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Select the required quantity of materials, equipment and tools for given task.
- (c) Position and install materials and components to agreed marks, patterns and designs in accordance with the specification.
- (d) Finish and protect floorcoverings in accordance with the specification.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Evidence Requirements for this Unit

These Evidence Requirements will be met by the completion of the Floorcovering Occupations Training and Assessment Programme (TAP).

Evidence is required to demonstrate that the candidates have achieved this Unit to the standard specified in all Outcomes and Performance Criteria.

Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved Outcome 1 to the standard specified in the Performance Criteria. Candidates will be required to demonstrate their knowledge of terminology and practices by successful completion of a question paper relating to the installation of complex sheet and tile floorcoverings. This assessment will be conducted under controlled, closed-book supervised conditions.

Product and performance evidence is required to demonstrate that the candidate has achieved Outcomes 2, 3, 4 and 5 to the standards specified in the Performance Criteria. Check and prepare background surfaces. Set out installation area to receive complex sheet and tile floorcoverings. Install complex sheet and tile floorcovering to regular, irregular, stepped and coved areas. On completion the candidate will be able to install border, geometric patterns, and coves to regular and irregular areas.

Candidates will work individually or in teams of two. Assessment of these Outcomes will be evidenced through observation of work processes and assessment of the completed work. Candidates must meet the given standards during the practical assessment. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Outcome 2 and 3

Summary of standards (working towards industrial tolerances)	
Item: Check and prepare background surfaces	Measurement of standard
Damp Proof Membrane (DPM).	Manufacturers recommended instructions.
Smoothing underlayments to perimeter.	Maximum - 2mm.
Underlayment applied correctly.	Underlayment level, free of trowel marks and patches.
Timber based sheets to perimeter.	Maximum - 2mm.
Primer to perimeter.	Maximum - 2mm.
Fixings for timber sheet 100 – 150mm centres.	+/- 5mm.
Hygrometer reading.	<75%RH.
Item: Set out for tiles	Measurement of standard
Measure work area and find centre line.	+/- 2mm.
Measure centre line and mark centre of work area.	+/- 2mm.
Bisect centre mark to achieve square.	+/- 2mm.
Transfer lines (if required) to maximise perimeter tile.	+/- 2mm.
Transfer lines correctly to identify optimum starting point or to job specification.	+/- 2mm.
Item: Set out for sheet material	Measurement of standard
Material lined up parallel to main wall or to job specification.	+/- 2mm.
75mm excess material at both side walls.	+/- 5mm.
Make-up lined up parallel with main sheet.	+/- 2mm.
Pattern match.	+/- 2mm.
75mm excess material at both side walls.	+/- 5mm.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Outcome 4

Summary of standards (working towards industrial tolerances)	
Item: Install resilient sheet material with border and geometric design	Measurement of standard
Main field fitted to area.	Maximum - 2mm.
Main field cut back to receive border.	Maximum +/- 2mm.
Border fitted to main field .	Maximum - 2mm.
Border fitted to perimeter.	Maximum - 2mm.
Borders chased.	Grain going left to right.
Borders mitred.	Maximum - 2mm.
All material fully adhered to area.	According to manufacturers instructions.
Measure work area and find centre line.	+/- 2mm.
Measure centre line and mark centre of work area.	+/- 2mm.
Bisect centre mark to achieve square.	+/- 2mm.
Transfer lines correctly to identify optimum starting point.	+/- 2mm.
Install geometric design.	Maximum - 2mm.
All seams grooved.	Correct width, correct depth, no damage to surrounding area.
All seams welded.	No gaps, weld finished flush, no burn marks.
Protect finished floorcoverings.	According to specification.
Item: Install contract carpet with border	Measurement of standard
Main field fitted to area.	Maximum - 2mm.
Main field cut back to receive border.	Maximum +/- 2mm.
Border fitted to main field.	Maximum - 2mm.
Border fitted to perimeter.	Maximum - 2mm.
Borders chased.	Pile direction left to right.
Borders mitred.	Maximum - 2mm.
All material fully adhered to area.	According to manufacturers instructions.
Protect finished floorcoverings.	According to specification.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Outcome 5

Summary of standards (working towards industrial tolerances)	
Item: Install resilient tiles and feature strip at 45°	Measurement of standard
Measure work area and find centre line.	+/- 2mm.
Measure centre line and mark centre of work area.	+/- 2mm.
Bisect centre mark to achieve square.	+/- 2mm.
Transfer lines correctly to identify optimum starting point.	+/- 2mm.
Adhesive applied to area.	According to manufacturers instructions.
Tiles installed at 45°	+/- 2mm.
Tiles following bond.	Maximum -1mm over 1m length.
Feature strip butted to tile.	Maximum -1mm.
Tile grain.	According to job specification.
Perimeter tiles fitted.	Maximum -2mm.
Tiles fitted to door check.	+/- 2mm.
Protect finished floorcoverings.	According to specification.
Item: Install carpet tiles at 45° with border	Measurement of standard
Measure work area and find centre line.	+/- 2mm.
Measure centre line and mark centre of work area.	+/- 2mm.
Bisect centre mark to achieve square.	+/- 2mm.
Transfer lines correctly to identify optimum starting point.	+/- 2mm.
Adhesive applied to area.	According to manufacturers instructions.
Tiles installed at 45°	+/- 2mm.
Tiles following bond.	+/- 2mm over 1m length.
Tiles butted together.	Maximum - 1mm.
Perimeter tiles cut back to accommodate border tiles.	+/- 2mm.
Main field pile direction.	According to job specification.
Tiles fitted to door check.	+/- 2mm.
Border fitted to main field.	Maximum - 2mm.
Border fitted to perimeter.	Maximum - 2mm.
Borders pile direction.	Pile going left to right or job specification.
Borders mitred.	Maximum - 2mm.
Protect finished floorcoverings.	According to specification.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

Outcome 5

Summary of standards (working towards industrial tolerances)	
Item: Install upstand and cove	Measurement of standard
Capping strip fitted to datum line.	+/- 2mm.
Capping strip mitred.	Maximum - 2mm.
Cove former fitted equidistant from base of wall.	+/- 2mm.
Cove former mitred.	Maximum - 2mm.
Material fitted to midpoint of capping strip.	+/- 2mm.
Material mitred.	Maximum - 2mm.
Material fully adhered and fixed.	No bubbles or fullness.
All seams grooved.	Correct width correct depth, no damage to surrounding area.
All seams welded.	No gaps, weld finished flush, no burn marks.
Correct adhesive used.	Correct adhesive applied to all covings and upstands following manufacturers instructions.
Protect finished floorcoverings.	According to specification.

Risk assessment	
Safety boots	Worn at all times
Hard hat	Worn at all times
High visibility vest	Worn at all times
Gloves	Worn at all times
All other PPE	As risk assessed
Method statement	
Working area	Kept clear at all times
Materials	Stacked safely at all times
Tools (during working)	Handled correctly at all times
Tools (after work)	Cleaned and stored safely
Sustainability	
Waste	Kept to a minimum at all times
Recycling	Materials recycled whenever possible
Waste disposal	Waste disposed correctly/appropriately

National Unit specification: support notes

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

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 Floorcovering Occupations at SCQF level 6.

The successful completion of this Unit will provide candidates with the required knowledge and skills relating to installing complex sheet and tile floorcoverings to regular, irregular, stepped and coved areas.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills in installing complex sheet and tile floorcoverings. 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.

The Unit deals with preparing background surfaces, setting out area for floorcoverings and installing both sheet and tile floorcoverings. It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and area of responsibility.

Health and Safety and sustainability are integral and key to the Construction Industry therefore throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety and sustainability. Safety working practices should comply with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability, impact of not implementing sustainability on the environment and the legislation promoting sustainability.

Guidance on learning and teaching approaches for this Unit

Candidates must be given the opportunity to further develop their skills in Floorcovering Occupations by learning about installing complex sheet and tile floorcoverings.

Candidate centred learning and teaching approach are encouraged with candidates actively participating in practical activities after lecturer demonstration of key construction practices and principles.

The use of effective questioning techniques to confirm understanding of salient learning objectives should be central to learning and teaching approaches used in classrooms or workshops.

Candidates should be encouraged to learn at their own pace with e-learning opportunities available to suit their preferred learning style.

National Unit specification: support notes (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

The use of e-learning as a teaching tool should be adopted by lecturers wherever possible to enable candidates to develop at their own pace using preferred learning styles.

Learning and Teaching approaches should ensure that candidates are acquiring the underpinning knowledge required for the Unit in tandem with undertaking practical workshop activities.

There are opportunities for candidates to develop co-operative working skills as the practical assessments may be carried out working in teams or in pairs. Candidates should take equal responsibility for activities and provide support and information to each other during assessments. After assessment, they should be encouraged to consider how effectively they supported each other.

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

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

Guidance on approaches to assessment for this Unit

Detailed assessment material for this Unit will be found in the Floorcovering Occupations Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the Floorcovering Occupations TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been through prior verification.

The candidates' knowledge and understanding of terminology and construction practices of Floorcovering Occupations will be assessed through a question paper.

Candidates should be given as much practice as possible in installing complex sheet and tile floorcovering techniques, prior to being set the assessment. Evidence will be gathered for Outcomes 2, 3, 4 and 5, through observation that the candidates have met the given standards and tolerances during the practical assessment. An assessor observation checklist should be used to record this evidence.

National Unit specification: support notes (cont)

Unit title: Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings (SCQF level 6)

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 social software. 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)*.

Opportunities for developing Core Skills

Components of the Core Skill of *Problem Solving* at SCQF level 4, such as Planning and Organising and Critical Thinking will be developed 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 interpretation of drawings, choice of tools and appropriate materials, application of scientific principles, risk assessments, health, safety and welfare and a sustainable approach. Individual discussions with assessors will enhance the evaluation of productive work practices.

There are opportunities to develop the Core Skill of *Working with Others* at SCQF level 4, particularly in Outcomes 2, 3, 4 and 5, as these practical assessments should be carried out in pairs or teams. Candidates can agree responsibilities and provide support and information to each other during the practical group activities.

Opportunities also arise for candidates to develop the Core Skill of *Information and Communication Technology* at SCQF level 3 by researching Health and Safety legislation affecting their area of work, manufacturer's instructions and specifications, interpretation of drawings.

Numeracy at SCQF level 4 could be enhanced through the knowledge evidence in set out for installing complex sheet and tile floorcoverings and the practical use of calculation and measuring scales required for teaching and learning assessments for Outcomes 2, 3, 4 and 5.

There will be opportunities for candidates to develop the Core Skills of *Communications* at SCQF level 4 through the knowledge part of the assessment for Outcome 1. As candidates complete practical tasks in Outcomes 2, 3, 4 and 5, they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace while interpreting drawings.

This Unit has the Critical Thinking component of Problem Solving embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5.

National Unit specification: support notes (cont)

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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

History of changes to Unit

Version	Description of change	Date

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