



National Unit specification: general information

Unit title: Basic Preparation of Surfaces

Unit code: H3PE 11

Superclass: TG

Publication date: April 2013

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit is suitable for candidates with no experience in the subject area and will enable them to develop skills and techniques in the basic preparation of surfaces to receive floorcoverings. It will develop candidates' knowledge and understanding of the different types of background surfaces and the various materials, tools and equipment used in the preparation of the different types of surfaces which receive floorcoverings. It will also develop knowledge and understanding of measuring and calculating areas for selected materials and marking out and positioning selected materials to work areas.

Throughout the Unit, candidates will develop the skills to identify any potential hazards and will adhere to health and safety, sustainability and waste management regulations and legislation at all times.

This is an optional Unit in the National Progression Award in Construction at SCQF level 5 (G8H4 45) but is also available as a freestanding Unit. This Unit is suitable for candidates who are working towards a Modern Apprenticeship in the Construction Craft Occupations suite or who wish to obtain a basic knowledge of the preparation of surfaces.

Outcomes

- 1 Identify terminology and practices used in the preparation of surfaces
- 2 Prepare surface to receive floorcoverings
- 3 Set out area to receive floorcoverings

Recommended entry

While entry is at the discretion of the centre, basic numeracy and problem solving would be beneficial.

General information (cont)

Unit title: Basic Preparation of Surfaces

Credit points and level

1 National Unit credit at SCQF level 5: (6 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

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 Planning and Organising 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: Basic Preparation of Surfaces

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 terminology and practices used in the preparation of surfaces.

Performance Criteria

- (a) Identify and select terminology related to the preparation of surfaces
- (b) Identify and select practices relating to the preparation of surfaces
- (c) Identify methods used to select and set out materials for the preparation of surfaces

Outcome 2

Prepare surface to receive floorcoverings.

Performance Criteria

- (a) Interpret drawings/plans and instructions for the given task
- (b) Use appropriate methods and techniques to evaluate floor moisture content
- (c) Scrape and sweep area and clean off any contaminants present
- (d) Select the required quantity of materials, equipment and tools required for the given task
- (e) Minimise damage to the work area and surrounding area

Outcome 3

Set out floor area to receive floorcoverings.

Performance Criteria

- (a) Select the equipment and tools for given task
- (b) Use appropriate methods to measure and mark out the work area
- (c) Measure and set out the work area for selected materials
- (d) Install materials for the preparation of the surface
- (e) Minimise damage to the work area and surrounding area

National Unit specification: statement of standards (cont)

Unit title: Basic Preparation of Surfaces

Evidence Requirements for this Unit

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

For Outcome 1 written and/or oral recorded evidence is required to demonstrate candidates' knowledge of terminology, construction practices, tools, equipment and work methods relating to the preparation of surfaces to receive floorcoverings. Assessment will be conducted under controlled, closed-book, supervised conditions.

For Outcomes 2 and 3, product and performance evidence is required to demonstrate that candidates can prepare and set out a floor area to receive floorcoverings. Assessment should be conducted under controlled, supervised conditions.

Performance evidence will include selecting and installing materials for preparation of a work area, for all of the following:

- ◆ Horizontal surface
- ◆ Inclined surface
- ◆ Stepped surface
- ◆ Shaped/coved area
- ◆ Regular and irregular areas
- ◆ Solid floor
- ◆ Hollow timber floor

At all times candidates must comply with current health, safety and welfare, sustainability and waste management requirements and legislation. This includes the selection and use of appropriate personal protective equipment.

National Unit specification: support notes

Unit title: Basic Preparation of Surfaces

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 40 hours.

Guidance on the content and context for this Unit

This is an optional Unit in the National Progression Award in Construction at SCQF level 5 (G8H4 45) but is also available as a freestanding Unit.

The Outcomes and Performance Criteria for this Unit can be demonstrated through preparation of all of the following:

- ◆ Horizontal surfaces
- ◆ Inclined surfaces
- ◆ Stepped surfaces
- ◆ Shaped/coved areas
- ◆ Regular and irregular areas

The content of the Unit is set at an introductory level so that candidates can develop a basic knowledge and ability in the preparation of surfaces within a construction environment.

Health and safety, sustainability and waste management are vital to working practices within the construction industry. Wherever appropriate during the delivery of this Unit, an emphasis will be placed on the correct application of health and safety, sustainability and waste management principals and processes, in accordance with current codes of practice and legislation.

Guidance on learning and teaching approaches for this Unit

Candidates should be given the opportunity to further develop their skills in floorcovering by learning about preparation of surfaces and its principles. Candidate centred learning and teaching approaches are encouraged with candidates actively participating in practical activities after lecturer demonstration of key construction practices and principles.

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

Delivery of this Unit will be focussed on enabling candidates to develop the knowledge required to prepare surfaces to receive floorcoverings safely before they are given the opportunity to do so within the workplace environment. Candidates should learn about and be encouraged to communicate the theories and principles behind good construction techniques. Delivery of this Unit should also ensure candidates learn about different materials, are able to use correct terminology and understand the correct tools, equipment and materials to be used for specified systems, before any practical work takes place.

National Unit specification: support notes (cont)

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Emphasis will also be placed on the importance of candidates accurately understanding and interpreting the information provided within work specifications and drawings.

During delivery of the practical components of this Unit, candidates should understand the importance of ensuring good visibility at all times when operating tools and machinery. Candidates should also know to adhere to relevant health and safety, sustainability and waste management regulations and legislation relating to working practices within the construction environment, and those specific to any practical task that are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

Guidance on approaches to assessment for this Unit

Assessment of these Outcomes may be through observation of work processes and assessment of completed work. An observation checklist should be used to record this evidence.

Opportunities for integrated assessment of this Unit may be possible with all mandatory Units in Construction at SCQF level 5 (G8H4 45).

Underpinning knowledge of preparing surfaces should be assessed before any practical assignments are carried out by candidates. This includes assessment of the ability to select the correct equipment and techniques for a specified task. Assessment of practical performance should take place under supervised conditions and confirm that candidates can prepare surfaces taking into account health and safety, sustainability and waste management regulations and legislation for preparing surface materials using the correct techniques and accessories, whilst adhering to health and safety, sustainability and waste management regulations and legislation.

For Outcome 1, candidates could be assessed via a series of technical or theoretical questions. Any oral responses given by candidates may be recorded by an observer by an appropriate method when carrying out any practical assignments.

Outcomes 2 and 3 may be assessed by a series of appropriate practical assignments carried out under supervised conditions, and recorded via an observation checklist. Practical assignments undertaken will be assessed according to candidates' abilities to carry out tasks safely, and where appropriate, using machinery in accordance with manufacturer guidelines.

Adherence to appropriate health and safety, sustainability and waste management regulations and legislation should be adhered to during any practical work.

Part of the assessment for this Unit may include written product evidence such as a works checklist or completed health and safety assessment form. Written and/or oral evidence of knowledge and understanding may be demonstrated during practical assignments and noted at the time.

National Unit specification: support notes (cont)

Unit title: Basic Preparation of Surfaces

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, Critical Thinking and Planning and Organising, may 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 tutors may 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 and 3, as these practical assessments should ideally be carried out in pairs or teams. Candidates can agree responsibilities and provide support and information to each other during the practical group activities.

There are opportunities 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, and through interpretation of drawings.

There are opportunities for candidates to develop the Core Skill of *Numeracy* at SCQF level 4 could be enhanced through the knowledge evidence in the calculation of materials and equipment and measuring scales.

There are opportunities for candidates to develop the Core Skill of *Communication* at SCQF level 4. As candidates complete practical tasks they need to communicate effectively with others using the correct terminology, tone and style suited to the workplace.

This Unit has the Critical Thinking and Planning and Organising components 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 and Planning and Organising at SCQF level 5.

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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General information for learners

Unit title: Basic Preparation of Surfaces

This Unit is at Scottish Credit and Qualification Framework (SCQF level 5) and is 1 National Unit Credit.

This Unit is at an introductory level so that you can develop a basic knowledge and ability in the preparation of surfaces within a construction environment. Health and Safety, sustainability and waste management 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, sustainability and waste management principals and processes, in accordance with current codes of practice and legislation.

This Unit will develop your skills and knowledge in the basic preparation of floor surfaces. This Unit is designed to competently work with tools and equipment to prepare floor surfaces and be able to apply these skills in the workplace.

The Unit will prepare you for formally assessment by developing your practical skills. The practical taught, when studying the Unit, will also give you an awareness of the standards that you will be required to meet. Your Lecturer/Assessor will provide you with feedback on your work and this will be recorded in your portfolio.

This Unit is suitable if you are working towards a Modern Apprenticeship in the Construction Craft Occupations suite or wish to obtain a basic knowledge of the preparation of surfaces as an interest subject.

To successfully achieve this Unit, you must successfully complete all practical assessments to the standards and tolerances outlined by your Lecturer/Assessor. The standards you need to achieve will be fully explained during your training and prior to assessment.

There is no formal certification of core skills within this Unit, however there may be opportunities to develop the following Core Skills:

- ◆ Problem Solving at SCQF level 4
- ◆ Working with others at SCQF level 4
- ◆ ICT at SCQF level 3
- ◆ Numeracy at SCQF level 4
- ◆ Communications at SCQF level 4

There are three Outcomes of study within this Unit:

- 1 Identify terminology and construction practices used in the preparation of surfaces
- 2 Prepare surface to receive floorcoverings
- 3 Set out area to receive floorcoverings