National Unit specification

General information

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

Unit code: HA2R 45

Superclass: TE

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Version: 01

Unit purpose

This Unit is suitable for learners who have little or no experience in the Construction Industry and wish to develop their knowledge and understanding of efficient construction practices to improve their employment prospects in the Construction Industry. The Unit will help to develop the learner's ability to work in an organised, safe, effective and sustainable manner.

Learners who complete this Unit can feel more confident about making progress on a wide range of practical activities in the National Progression Award in Construction.

Throughout this Unit, learners will develop the skills and knowledge to identify and use tools and materials and work in an efficient, safe, organised and sustainable manner.

Outcomes

On successful completion of the Unit the learner will be able to:

1 Select the tools required for given construction tasks.
2 Select, handle and place in position the materials to be used for given construction tasks.
3 Demonstrate how to work in a safe and efficient and sustainable manner at all times.
4 Store tools and materials on completion of tasks.

Credit points and level

1 National Unit credit at SCQF level 5: (6 SCQF credit points at SCQF level 5)

National Unit specification: General information (cont)

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Recommended entry to the Unit

While entry is at the discretion of the centre, basic *Numeracy, Communication* and *Problem Solving* skills at SCQF level 4 would be beneficial.

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

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 4 Planning and Organising at SCQF level 4

Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

This Unit may be integrated with other suitable Units, ensuring that all Outcomes and Performance Criteria are covered.

The content and context of this Unit is set at a basic level in order to allow the learner to understand efficient work practices used throughout industry.

The learner will develop the ability to select tools and materials required for given construction tasks within the selected optional Units. Learners will handle and position materials and will demonstrate sustainability and waste awareness skills and knowledge during the completion of optional occupational Units.

The learning environment for this Unit will be workshop based however where possible opportunities to enhance learning may include some classroom delivery.

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 be looked at in accordance with current safety codes of practice and regulations.

Sustainability should include reference to the impact of not implementing sustainability on the environment and the legislation promoting sustainability.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

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

Select the tools required for given construction tasks.

Performance Criteria

(a) Check tools for damage before selecting for use.
(b) Select tools required to complete the given tasks.
(c) Use tools in a safe manner at all times.
(d) Appropriate Personal Protective Equipment is worn at all times.
(e) Health and Safety requirements are fully complied with during all activities

Outcome 2

Select, handle and place in position the materials to be used for given construction tasks.

Performance Criteria

(a) Select the correct materials for the given tasks.
(b) Select the correct quantity of materials for the given tasks.
(c) Handle and transported materials in a safe manner.
(d) Position materials in the correct location for the tasks to be completed.
(e) Appropriate Personal Protective Equipment is worn at all times.
(f) Health and Safety requirements complied with during all tasks.

Outcome 3

Demonstrate how to work in a safe and efficient and sustainable manner at all times.

Performance Criteria

(a) Work area is kept clear at all times.
(b) Materials are kept tidy at all times.
(c) Tools are taken care of throughout the working process.
(d) Material waste is kept to a minimum.
(e) Materials are reclaimed and recycled throughout all tasks
(f) Appropriate Personal Protective Equipment is worn at all times.
(g) Health and Safety requirements are complied with during all tasks.

National Unit specification: Statement of standards (cont)

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

Outcome 4

Store tools and materials on completion of tasks.

Performance Criteria

(a) Tools are cleaned, stored, counted and checked correctly after use.
(b) Materials are stacked and stored correctly.
(c) The appropriate Personal Protective Equipment is worn at all times.
(d) Health and Safety requirements are complied with during all activities.
(e) The working area is left in a safe and secure condition.

Evidence Requirements for this Unit

Learners must 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).

Evidence is required to demonstrate that learners have achieved all Outcomes and Performance Criteria.

Performance evidence supplemented with assessor observation checklists/record should be used to show that the learner has achieved all the Outcomes to the standard specified in the Outcomes and Performance Criteria.

Each learner will be observed during integrated optional specialist Units complying with the correct use and care of tools and materials, safe working practices, minimal waste of materials, the upkeep of a tidy working area, efficient working and the correct use of PPE. This observation will be carried out during practical workshop experience and can therefore be integrated with any other practical based construction Unit delivery.

Assessment of this Unit should be completed over a period of time and evidence should be gathered at appropriate intervals.

The Training and Assessment Programme (TAP) for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Support Notes

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

Unit Support Notes are offered as guidance and 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 Unit may be integrated with other suitable Units, ensuring that all Outcomes and Performance Criteria are covered.

The content and context for this Unit is set at a basic level while at the same time developing the abilities of the learner to work in an organised and efficient manner. Learner will be required to gain an understanding of the Construction safety practices of the correct use of PPE, manual handling methods, the correct use of tools and work safety practices.

All good workshop and industrial practices require to be established at this stage of the learners' development. Safe working practices including the wearing of the appropriate PPE and waste awareness and sustainability focus.

The learning environment for this Unit will be a combination of classroom and workshop based learning. The knowledge element of this Unit would be taught in a classroom environment and put into practice in the workshop in conjunction with practical based optional Unit delivery.

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 including minimising waste and material recycling. Safety working practices should be looked at in accordance 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.

National Unit Support Notes (cont)

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

Guidance on approaches to delivery of this Unit

The delivery should be based on providing the learners with an understanding of good working practices in the Construction Industry. Learning and teaching approaches should highlight relevant legislation and encourage the learner to ensure that these practices are adhered to at all times in the working environment.

The learner will develop their ability to approach any practical task in an organised and efficient manner. This will require an integrated teaching and learning approach to be used during any practical activities undertaken. The teaching of how to select tools and materials for a given task is important. It is also necessary to demonstrate how to locate and place materials in a manner which will ensure maximum efficiency in the workplace. The importance of taking care of tools at all times must be emphasised throughout. All of these activities will occur naturally during practical workshop/workplace sessions. Health and Safety and sustainability must be emphasised at all times.

Guidance on approaches to assessment of this Unit

Centres may use the method of assessment which they consider to be most appropriate but are encouraged to use the Training Assessment Programme (TAP) developed centrally by SQA. It is expected that learners will have to demonstrate current knowledge and understanding of safe working practice and risk assessment methods, etc prior to being set the assessment tasks.

Knowledge and Understanding of the processes involved in *Efficient Construction Practices: An Introduction (SCQF level 5)* should be assessed before any practical assignments are carried out by learners. This will include assessment of a learner's ability to prepare the work area for laying modular pavement.

Practical assignments should be carried out under supervised conditions and recorded in an assessor observation/operational checklist. Assessments should confirm that a learner has the ability to safely lay modular pavement using designated machinery or equipment correctly and safely, whilst adhering to current statutory Health and Safety regulations and legislation.

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

Detailed assessment material for this Unit will be found in the relevant 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 TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been prior verified.

National Unit Support Notes (cont)

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

Opportunities for 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 learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at **www.sqa.org.uk/e-assessment**.

Opportunities for developing Core and other essential skills

Elements of the Core Skill of *Problem Solving*, that is, Planning and Organising, Critical Thinking, and Reviewing and Evaluating, will be developed and enhanced as learners undertake the Unit.

Identifying and taking account of a range of factors including appropriate choice of tools, safety issues, sustainability and selection of necessary Personal Protective Equipment, is essential as learners prepare to work efficiently. Individual discussions with the assessor to review and reinforce evaluation of efficient working practice.

Numeracy skills will be naturally enhanced, with the focus throughout on practical ways of using number and graphics. The checking and counting of tools at the start and end of work sessions will be routine practice. As they demonstrate effective working practice learners may be encouraged to carry out appropriate calculations and measurements to ensure a safe and efficient working environment and to check that any wastage is minimised.

Evidence for the Unit is generated through observation of practical skills. There are opportunities to additionally enhance co-operative working skills as learners discuss and undertake practical activities, by encouraging them as a group to:

- identify the main tasks needed in construction practices
- agree allocation of responsibilities, building on strengths and preferences of individuals
- seek and provide information and support to each other as needed
- referring to evidence, identify the strengths and any weaknesses of their own contribution to activities

Although skills in *Communication* are not formally assessed learners should be encouraged to develop their abilities to communicate with others orally and in writing to a standard acceptable in the vocational area. As they complete practical tasks they should be expected to communicate with others using correct terminology and tone and style suited to the workplace.

National Unit Support Notes (cont)

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

This Unit has the Critical Thinking and Planning and Organising component of Problem Solving embedded in it. This means that when learners achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 4 and Planning and Organising at SCQF level 4.

History of changes to Unit

Version	Description of change	Date

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General information for learners

Unit title: Efficient Construction Practices: An Introduction (SCQF level 5)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to introduce you to skills required by workers in the construction industry. The Unit will focus on the skills required to enable you to develop efficient working practices within your chosen area of construction.

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 will be looked at in accordance with current safety codes of practice and regulations.

There will be a series of training exercises followed by some practical task based assessment and multi choice knowledge assessment. Completion of the Unit will provide you with the basic skills necessary to enable you to progress to more complex aspects of construction which in turn will further develop your skills and knowledge.

The elements of the Core Skill of *Problem Solving*, such as Planning and Organising and Critical Thinking will be developed and enhanced as you undertake this Unit. You will need to take account of a range of factors in order to work efficiently and safely, such as the choice of tools, appropriate materials, safety issues, safety equipment and sustainability.

There are opportunities to develop co-operative working skills. You will also be required to comply fully with health and safety requirements which gives you opportunities to develop awareness of the safety of others.

Numeracy skills will be naturally enhanced through the practical use of calculation and measuring scales and although *Communication* skills are not formally assessed, as you complete practical tasks, you may be expected to communicate with others using the correct terminology, tone and style suited to the workplace.

This unit has the Critical Thinking and Planning and Organising component of Problem Solving embedded in it. This means that when you achieve the Unit, your Core Skills profile will also be updated to show you have achieved Critical Thinking at SCQF level 4 and Planning and Organising at SCQF level 4.