

Candidate Guidance and Portfolio for the SVQ2 Construction Operations and Civil Engineering Services (Construction): Construction Operations SCQF level 5

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Candidate name:

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**Note**

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## Section 1 — General information about SVQs

### Introducing SVQs

The qualification you are undertaking is a Scottish Vocational Qualification (SVQ).

SVQs are work-based qualifications which assess the skills and knowledge people have and need to perform their job role effectively. The qualifications are designed using National Occupational Standards.

For each industry sector there is a Sector Skills Council (SSC) which is made up of representatives from the industry or profession and it is the SSC’s responsibility to develop the National Occupational Standards.

These standards define what employees, or potential employees, must be able to do, how well and in what circumstances to show they are competent in their work.

The Sector Skills Council for Construction Operations and Civil Engineering Services (Construction): Construction Operations is ConstructionSkills.

Access to SVQs is open to all and you can be assessed either against a particular Unit(s) or against the full SVQ. There are no entry requirements, no prescribed method of delivery, and no time constraints for completion or age limits.

SVQs are available at five levels of achievement which reflect the various technical and supervisory skills, knowledge, and experience which employees should have as they progress in their industry.

### Who offers SVQs?

An organisation which offers SVQs is called a centre. This may be a school, college, university, employer, training provider or a combination of these. The centre has responsibility for the quality of the qualification and is required to work within an awarding body’s policies and guidelines.

The Scottish Qualifications Authority (SQA) is your awarding body for this SVQ. This means that we are an organisation approved by government to design qualifications and awards. An awarding body endorses candidates’ certificates so that an employer can be sure the qualification has gone through a rigorous and effective assessment process. SQA provides qualifications throughout the world and was formed by the merger of the Scottish Examination Board (SEB) and the Scottish Vocational Education Council (SCOTVEC).

### What is the structure of an SVQ?

All SVQs have a common structure and consist of standards which can be broken down into various parts:

|  |  |
| --- | --- |
| **Units and Elements** | **Units** define the broad functions carried out in your particular job and are made up of a number of **Elements**. Each **Element** describes a specific work activity which you have to perform and may relate to skills or to the demonstration of Knowledge and Understanding. |
| **Performance Criteria** | The level and quality of how you should carry out these activities is determined by a number of statements called **Performance Criteria**. **Performance Criteria** are used to judge your competence. |
| **Range/Scope Statements** | A **Range Statement** tells you in what circumstances you must be able to prove your competence and allows you to demonstrate that you can carry out tasks in different circumstances. Items included in the Range Statements must not be treated as optional. **Range Statements** are also called **Scope** in some National Occupational Standards. |
| **Evidence Requirements** | The **Evidence Requirements** specify the amount and type of evidence which you will need to provide to your assessor to show that you have met the standards specified in the Performance Criteria and in all the circumstances defined in the Range Statements. |
| **Knowledge and Understanding** | The section on **Knowledge and Understanding** states what you must know and understand and how this knowledge applies to your job. |

If you are not yet clear about how we define standards — just remember that the standards have been developed by experts within your industry or profession and that all candidates aiming for this particular SVQ are being assessed against the same standards.

You will find an example of an SVQ Element overleaf.

### An example of an SVQ Element

This is the **UNIT** title — it describes a role and task.

**UNIT: (1) Working safely in an engineering environment**

This is the **ELEMENT** title. It describes part of the main role and task.

**Element 1 Comply with statutory regulations and organisational requirements**

**PERFORMANCE CRITERIA** set out the standard of performance you need to demonstrate consistently to claim competence in a particular **Element**.

|  |  |
| --- | --- |
| **Performance Criteria**  You must ensure that you:  1 Describe your duties and obligations (as an individual) under the Health and Safety at Work Act 1974.  2 Comply with Statutory Regulations at all times.  3 Comply with organisational safety policies and procedures at all times.  **Range**  This means you need to cover:  1 Relevant sections of the Health and Safety at Work Act 1974 (eg with regard to your duties to work in a safe manner, not to interfere with remove or misuse equipment provided for the safety of yourself and others, not to endanger others by your acts or omissions).  The **RANGE** defines the various circumstances in which you must be able to prove you are competent.  You must cover all of the items in the **Range** Statement. | **Evidence Requirements**  The things you must prove that you can do*:*  You need to demonstrate that you understand your duties and obligations under both statutory regulations and organisational requirements and you can do this by:  1 Giving an adequate explanation of the duties and responsibilities of every individual as described in the Health and Safety at Work Act 1974.  2 Ensuring that whilst carrying out your work and/or visiting other areas of the working environment you are aware of the specific safety requirements and regulations governing your activities.  **Knowledge and Understanding**  You must prove that you know and understand:  1 The roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974.  2 The general regulations that apply to you being at work.  3 The specific regulations which govern your work activities.  The **KNOWLEDGE AND UNDERSTANDING** Requirements state what you must know and understand and how this knowledge applies to your job. |

### How are SVQs achieved?

When you consistently meet the standards described in the Elements and show that you have the required skills and knowledge across the Range, you can then claim that you are *competent* in each Unit. You can claim certification for single Units or whole awards. Your centre will register your claim to competence through the awarding body. The awarding body you are registered with for this SVQ is the Scottish Qualifications Authority (SQA).

The process of gaining an SVQ is flexible and depends on your needs. At the beginning of the process your assessor will review your existing competence in relation to the standards and identify the most suitable SVQ. The level you start at will depend on the type and breadth of your current job role together with your past experience, skills and any relevant prior learning.

To achieve an SVQ, or a Unit of an SVQ, you must:

* Demonstrate you meet the requirements of the Performance Criteria by collecting appropriate evidence as specified by the Evidence Requirements. This evidence is assessed against the national standards by a qualified assessor, who will be allocated to you by your centre. This will usually be someone who knows you, such as a manager or supervisor.

Evidence may come from:

* the **accreditation of prior learning** — where evidence relates to past experience or achievements
* **current practice** — where evidence is generated from a current job role
* a **programme of development** — where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
* a combination of these

### How are SVQs assessed?

Assessment is based on what you can do and involves you, your assessor, an internal verifier and an External Verifier — see ‘Who does what in SVQs’ on the following page.

You will be asked to prove you are competent by providing evidence which shows:

* you can perform all the specified tasks consistently to the required standard **(Performance Criteria)**
* you understand why you are doing things **(Knowledge and Understanding)**
* you can apply the required skills in different ways **(Range)**

Assessment is flexible and you can be certificated for each Unit you successfully achieve, even if you do not complete the full SVQ. There is no set period of time in which you need to complete a Unit. However, you and your assessor should still set target dates for completing each Unit; otherwise your qualification could go on forever. Be realistic though, as there are many factors such as your previous experience, demands within your workplace and an availability of resources which will affect how quickly you are able to achieve the qualification.

### Who does what in SVQs?

A number of individuals and organisations have parts to play in SVQ assessment. Their roles have been designed to guarantee fair, accurate and consistent assessment.

|  |  |  |
| --- | --- | --- |
|  | Who are they? | What is their role? |
| Candidates | The person who wants to achieve the SVQ — in this case, you. | Need to show they can perform to National Occupational Standards in order to be awarded an SVQ or Unit(s). |
| Assessors\* | An experienced person in the same area of work as the candidate, eg supervisor. | Judge the evidence of a candidate’s performance, knowledge and understanding against the National Occupational Standards.  Decide whether the candidate has demonstrated competence. Provide guidance and support to the candidate. Assist with planning assessments, giving feedback and recording candidate progress. |
| Internal verifiers | Individuals appointed by an approved centre to ensure the quality of assessment within the centre. | Advise assessors and maintain the quality of assessment in a centre.  Systematically sample assessments to confirm the quality and consistency of assessment decisions. |
| Approved centres | Organisations approved by awarding bodies to co-ordinate assessment arrangements for SVQs. | Manage assessment on a day-to-day basis.  Must have effective assessment practices and internal verification procedures.  Must meet criteria laid down by awarding bodies and be able to provide sufficiently competent assessors and internal verifiers. |

|  |  |  |
| --- | --- | --- |
|  | Who are they? | What is their role? |
| External Verifiers\* | Individuals appointed by the awarding body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ. | Check the quality and consistency of assessments, both within and between centres, by systematic sampling.  Make regular visits to centres to ensure they still meet the criteria to deliver SVQs. |

**\*** Assessors and internal and External Verifiers are required to have occupational expertise in the SVQs which they are assessing/verifying. They must also have, or be working towards, an appropriate qualification in assessment and verification.

### What is evidence?

To claim competence for an SVQ Unit you need to gather evidence which shows you have met the standards. It is important that your evidence is easily understood so that it can be checked against the standards, by your assessor, your centre and the awarding body.

Evidence can take many forms including:

* direct observation of your performance by your assessor
* products of your work
* authenticated statement — witness testimony
* personal statement
* outcomes from questioning
* outcomes from simulation
* case studies
* assignments or projects
* Accreditation of Prior Learning (APL) — evidence from the past

It is important that your evidence is:

* **valid** — it relates to the SVQ standard you are trying to prove
* **authentic** — the evidence, or an identified part of it (eg a report) was produced by ***you***
* **consistent** — achieved on more than one occasion
* **current** — usually not more than two years old
* **sufficient** — covers all the performance and knowledge requirements laid down in the standards

Your evidence may be collected through a range of sources, such as employment, voluntary work, training programmes and interests/activities which you perform outside your work. It can also be produced in various formats, eg your own reports; testimonies from colleagues, supervisors or members of the public; projects; models; audio tapes, photographs; videos.

When you first begin your SVQ, you and your assessor should identify all the Units and Elements where you can use **integration of assessment**. Further details about integration of assessment can be found on page 10.

#### Demonstrating knowledge, understanding and skills

In order to meet the standards, you may also be required to prove Knowledge and Understanding. Each Unit contains a list summarising the knowledge, understanding and skills a candidate must possess. Evidence of how these have been achieved and applied could be included in the performance evidence as one or all of the following:

* descriptions of why a particular approach was used
* personal reports about the learning process
* reflective reports which include how a theory or principle was applied
* assessment interviews
* assessment tests
* responses to questioning

These should be included in your portfolio.

#### How will my assessor check I have the knowledge and understanding listed in the standards?

For some Units, it will be clear to your assessor that you have the required knowledge and understanding from how you carry out your work. This is often referred to as *knowledge and understanding apparent from performance*. There will be other occasions though, when your assessor will be unsure if you know why, for example, it is important to give information to clients in certain situations. This could be because your assessor has not had the opportunity to observe all the Performance Criteria and Range during assessment. In these situations, your assessor may wish to assess your knowledge and understanding by asking you some questions. These questions can be given orally or in writing, but will be recorded in your portfolio as evidence.

Your assessor could also check you have the required level of knowledge and understanding by asking you to produce personal statements or to complete a project or assignment.

#### What if I have previous experience and knowledge and understanding from work and other qualifications?

If you have previous work experience, skills, and knowledge and understanding which you feel is relevant to your SVQ, you should tell your assessor about it. Your assessor may ask you for more proof in the form of letters from previous employers/training providers or details about any courses you have completed.

For example, you may have achieved an HNC in a relevant subject in which case your assessor may feel that you already have some of the knowledge and understanding required for the SVQ.

The process of matching your previous experience and learning is often referred to as the Accreditation of Prior Learning (APL). The purpose of this process is to try and give you some credit towards your SVQ for things you can already do to the national standard. Your assessor judges the evidence available and matches it against the requirements of the SVQ. This means that your assessor should not have to assess you for these things all over again.

However, the success of this process depends on ***you*** telling ***your assessor*** what previous work experience or knowledge and understanding you have and how you think it is relevant to your SVQ. The more information you can supply to support your claims, the easier it should be to convince your assessor that you are competent.

#### When can simulation be used?

Throughout your SVQ, the emphasis is on you being able to carry out real work activities so assessment will normally be carried out in the workplace itself. There may be times, however, when it might not be appropriate for you to be assessed while you are working. For example your SVQ might require you to carry out emergency or contingency procedures (for safety or confidentiality reasons) or your job role may not cover all aspects of the qualification. In such instances, when you have no other means of generating evidence, **simulation** might be appropriate.

Simulation is any structured exercise involving a specific task which reproduces real-life situations. Care must be taken though to ensure that the conditions in which you are assessed *exactly* mirror the work environment ie it is a **realistic working environment**.

You and your assessor should check the assessment strategy for your SVQ carefully to find out the Sector Skills Council (SSC’s) view of what constitutes a realistic working environment. Some SSC’s stipulate the specific elements which are suitable for this approach.

### Integration of assessment

It is not necessary for you to have each Element assessed separately — doing so could result in assessment which takes too long and places too great a burden on you and your assessor.

There will be instances when you will be able to use one piece of evidence to prove your competence across different Elements or Performance Criteria. You may even find that evidence is relevant for different Units — this is called **integration of assessment**.

When you first begin your SVQ, you and your assessor will spend time looking at the standards, planning how much time you are both able to devote to the qualification and drawing up an action plan.

At this stage, you should identify any activities which relate to more than one Unit or Outcome and arrange for the best way to collect a single piece of evidence which satisfactorily covers all the Performance Criteria.

If you are going to integrate assessments, make sure that the evidence is cross-referenced to the relevant Units. Details of how to cross reference your evidence can be found in Section 2 ‘How to compile your portfolio’.

## Section 2 — How to compile your portfolio (with worked examples)

### General information

A portfolio, like a log book, is a way of recording evidence of your achievements. It is a collection of different items of evidence which indicates that you have the required skills, knowledge and understanding to support your claim to a qualification.

The production of a well organised, clearly labelled portfolio which relates each piece of evidence to the relevant Outcomes and Performance Criteria requires a careful methodical approach. When your assessor looks through your portfolio, they will find the task of making judgements about your competence much easier if the information in it is presented in a logical sequence.

You will need to present your evidence in a format that is easy to read and in which materials can be added or taken away. This section gives suggestions on how to lay out and present your evidence and includes worked examples. There are also forms and matrices which will assist you to chart your progress through the award.

You do not have to lay out your evidence in the way suggested but you may find it helpful to do so. Each portfolio will be different in content but all should include information about you (the candidate), the organisation where you are undertaking your qualification, the assessor and so on.

### Evidence collection process

|  |  |
| --- | --- |
| Assessment plan | You and your assessor |
| Collect evidence | You and your assessor if observation/questioning is required |
| Present evidence | You and your assessor |
| Reference acceptable evidence | Assessor will judge evidence and give you feedback on which evidence meets the standards |
| Record evidence in Element achievement record | You |
| Store evidence in portfolio | You |

### Planning your portfolio

Start by carefully reading through the standards and, together with your assessor, decide which Units you might like to work on first. You do not have to do the Units in order. There may be some Units that relate to tasks which you carry out on a regular basis, therefore making it easier to collect evidence right away. Alternatively, there may be activities in other Units which you only undertake now and again, these can be left until the opportunity arises for you to collect evidence.

Before you start looking for different kinds of evidence and deciding if they should be included in your portfolio, you will find it helpful to plan how you will carry out the tasks and how long they are going to take.

The plan is usually referred to as an ‘**assessment plan’**. It should be produced in discussion with your assessor and will set out the different stages in developing your portfolio. You will probably want to produce a plan for each Unit.

It is unlikely that you will be able to complete all of the Units straightaway and you should therefore think about starting with those Units where you have a lot of experience and in which you work well. You should also remember to identify any opportunities for **integration of assessment**.

We have provided you with a ‘**Unit progress record’** — see Example 2. Each time you complete a Unit; your assessor should sign and date the relevant section on the form. At this stage, it might be a good idea to check that all your evidence and recording documents have been completed correctly and can easily be located. You can then circle the reference number of that Unit in the checkboxes at the top of the form so that you can see at a glance what stage you are at in your SVQ.

### Starting your portfolio

Make sure that you clearly label your portfolio (or disk if you are recording your evidence electronically) with your name together with the title and level of the award.

Your portfolio will need a *title page* and a *contents page.* You should also complete a *Personal Profile* which records details about yourself and your job as well as providing information about your employer, training provider or college. Blank samples of these forms are provided in Section 4.

We recommend that you compile your portfolio in the following order:

|  |
| --- |
| Title page |
| Contents checklist |
| Personal profile |
| Unit progress record |
| Completed Element achievement records |
| Index of evidence |
| Pieces of evidence |
| Glossary of terms |
| Standards |

### Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

|  |  |  |
| --- | --- | --- |
| Section | Completed | Page/Section number |
| **Title page for the portfolio** |  |  |
| **Personal profile** |  |  |
| Your own personal details |  |  |
| A brief CV or career profile |  |  |
| A description of your job |  |  |
| Information about your employer/training provider/college |  |  |
| **Unit assessment plans** |  |  |
| **Unit progress record** |  |  |
| **Completed Element achievement records for each Unit** |  |  |
| Signed by yourself, your assessor and the internal verifier (where relevant) |  |  |
| Evidence reference numbers included |  |  |
| **Index of evidence (with cross-referencing information completed)** |  |  |
| Evidence (with reference numbers) |  |  |
| Observation records |  |  |
| Details of witnesses (witness testimony sheets) |  |  |
| Personal statements |  |  |
| Products of performance |  |  |

### Collecting your evidence

All of the evidence which you collect and present for assessment must be relevant to your SVQ. Your assessor will help you choose which pieces of evidence you should include.

We have provided blank forms in Section 4 of this document, which you can photocopy to help you record and present your evidence. Although we have provided you with sample forms, your centre may have their own recording documents which they would prefer you to use.

Some of these forms, eg **observation records** and the **record of questions and answers** will be completed by your assessor. Other forms (**witness testimonies**) will be used by people other than your assessor to testify that they have observed you doing your job, and there is one for you to complete called a **personal statement**.

Explanations are given below about how and when these forms should be used.

#### Observation record — Example 5

The observation recordis used by your assessor to record what tasks you have performed and to what standard. There is also a section for your assessor to note which other Units or Outcomes are covered by this evidence (‘integration of assessment’).

The assessor will discuss with you which Performance Criteria and Range you have successfully achieved and give you feedback. This form should then be given a reference number and included in your portfolio as part of your evidence.

#### Witness testimony — Example 6

There may be occasions when your assessor is not available to observe you carrying out certain aspects of your job. In such instances, it may be appropriate for another person to comment about your performance by completing a statement called a ‘witness testimony’.

Witness testimony should only be used as supporting evidence and should:

* be provided by a person, not related to you, who is in a position to make a valid comment about your performance, eg supervisor, line manager or possibly a client/customer
* contain comments which specifically relate your performance to the standards
* be authenticated by the inclusion of the witness’s signature, role, address, telephone number and the date

It is unlikely that your assessor would make an assessment decision based on witness testimony alone. They would normally supplement this type of evidence with questioning.

#### Record of questions and candidate’s answers — Example 7

This form is used to record any questions which your assessor may ask, to establish whether you have the required level of Knowledge and Understanding associated with each Unit. There is also space on the form for your answers to be noted.

#### Personal statement — Example 4

There will be times when you need to put a piece of your evidence in context for your assessor so that they can decide if it is relevant to your SVQ. You can complete personal statements to help you do this — these can relate either to the pieces of evidence or to each Outcome or Unit.

For example, you may refer to paperwork which is often used in your organisation to help you pass on information to a colleague. It may not be clear to an assessor why you are communicating to your colleague in this way and a brief explanation of the paperwork and why it is relevant to a particular part of your SVQ may be required.

A personal statement might also be used to record your experience of something, such as, how you handled a specific situation. This can be documented in your personal statement and should be a description of what you did, how you did it and why you did it. It will also allow you to include the people who were present and either assisted you or witnessed your actions. This, in turn, might identify who you should approach for ‘witness testimony’. In your personal statement you could also refer to product evidence that you have produced (eg reports, notes, completed forms), these can also be included as evidence in your portfolio.

The personal statement can be a piece of evidence in itself and should therefore be included in your portfolio.

### Presenting your evidence

It is important to present all of your evidence in a clear, consistent and legible manner. Your assessor will then find it much easier to make appropriate judgements about the quality, sufficiency and currency of the materials you are putting forward for consideration.

It is not necessary to produce all of your evidence in typewritten format — some hand-written pieces of evidence, such as notes, will be perfectly acceptable.

There may also be items of evidence which you cannot physically include in your portfolio. This might be for confidentiality reasons or it could be that something which you have produced as part of your day-to-day work is normally kept in a filing cabinet or stored electronically in a PC.

In compiling your portfolio, we suggest that anything you produce as part of your day-to-day work is kept in its normal location, but those pieces of evidence which have been produced specifically for your SVQ, eg witness testimony statements or personal statements, are filed in your portfolio. However, assessors and verifiers should be able to locate and access your evidence at all times. It is, therefore, very important that you clearly reference every item of evidence.

### Referencing your evidence

Your assessor, as well as the internal and External Verifiers, will need to find their way around your portfolio, so you should give each piece of evidence a number.

Remember, that where you have used ‘integration of assessment’, you need to give details of all the Units and Elements which are linked to a specific piece of evidence. The links should be noted on the pieces of evidence themselves as well as on the index of evidence (cross-referencing).

#### How to complete the Index of evidence — Example 1

You should complete an index of evidence sheet and file it immediately before the actual pieces of evidence in your portfolio.

The index of evidence should be completed by:

* entering the evidence number in the first column
* giving a brief description of each piece of evidence in the second column
* explaining where the evidence can be found in the third column

You must make sure that the information contained in the evidence index is accurate when you give your portfolio to your assessor, particularly in relation to where the evidence can be located.

#### Completing the Element achievement records — Example 3

There is an Element achievement record for every Element within this portfolio.

These records have been designed to allow you to record the evidence you have gathered for each Element. Each record has boxes across it which represents the Performance Criteria, Range Statement, Evidence Requirements and Knowledge and Understanding statement, these will differ from Element to Element so it is important to make sure you are using the right one. Whilst collecting your evidence you should use these grids to display the Performance Criteria, Range, Knowledge and Understanding and Evidence Requirement that piece of evidence relates to. In the first box write the evidence index number you have given to that piece of evidence. In the second box give a brief description of the evidence, then tick against the relevant Performance Criteria, Range, Evidence Requirements and Knowledge and Understanding.

### Worked examples

To give you a clearer picture of how to compile your portfolio, you will find worked examples of the various forms over the next few pages. You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.

### Index of evidence — Example 1

|  |  |
| --- | --- |
| **SVQ title and level** | Using IT at level 3 |

|  |  |  |  |
| --- | --- | --- | --- |
| Evidence  number | Description of evidence | Included  in portfolio  (Yes/No)  If no,  state location | Sampled by the IV  (initials and date) |
| 1 | Action plan identifying customer requirements | Yes |  |
| 2 | Personal statement | Yes |  |
| 3 | Witness testimony | Yes |  |
| 4 | Record of questions and answers | Yes |  |
| 5 | Log of configuration details and errors | Yes |  |
| 6 | Observation checklist | Yes |  |
| 7 | Procedure for shutting down system | Yes |  |
| 8 | Company media storage policy | No. Can be found with General Manager. |  |

### Unit progress record — Example 2

|  |  |
| --- | --- |
| **Qualification and level** | Using IT at level 3 |
| **Candidate’s name** | Anne Thomas |

Circle the reference numbers as you complete each Unit. You can then easily see what stage you have reached in your SVQ.

To achieve the whole qualification, you must prove competence in **mandatory** Units and **optional** Units.

**Unit checklist** — circle the reference number of each Unit as you complete it.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mandatory** | 206 | 301 | 302 | 303 | 308 |  |  |  |  |
| **Optional** | 305 | 306 | 311 | 312 |  |  |  |  |  |

#### Mandatory Units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit number | SSC/SSB Unit number | Title | Assessor | Internal Verifier | Date |
|  | 206 | Ensure your own actions reduce risks to H&S |  |  |  |
|  | 301 | Select and enable IT for use | P.Jones |  | 28/4/2000 |
|  | 302 | Maintain the Software Environment | P.Jones |  | 28/4/2000 |
|  | 303 | Develop and maintain the effectiveness of the IT working environment | P.Jones |  | 8/4/2000 |
| This section of the form is for your assessor to sign each time you successfully achieve a Unit. | 308 | Develop your own effectiveness and professionalism |  |  |  |

#### Optional Units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 305 | Design and produce documents using WP software |  |  |  |
|  | 306 | Design and produce spreadsheets |  |  |  |
|  | 311 | Design and use databases |  |  |  |
|  | 312 | Design and produce documents using graphics |  |  |  |

### Element achievement record — Example 3

**Unit title: Select & enable IT for use**

**Element: 301.1 Select and configure equipment for use**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evidence**  **index no** | **Description of evidence** | **Performance Criteria** | | | | | | | | **Range** | | | **Knowledge and Understanding** | | | | | |
|  |  | a | b | c | d | e | f | g | h | 1 | 2 | 3 | K1 | K2 | K3 | K4 | K5 |
| 1 | Action Plan | 🗸 | 🗸 |  |  | 🗸 |  |  |  | 🗸 |  |  |  |  |  |  |  |
| 2 | Personal Statement | 🗸 | 🗸 |  |  | 🗸 |  |  |  | 🗸 |  |  |  |  |  |  |  |
| 3 | Copy of Legislation |  |  | 🗸 | 🗸 |  |  |  |  |  |  | 🗸 |  |  |  |  |  |
| 5  These numbers relate to your Evidence Index and will allow your assessor to find your evidence easily. | Record of Questions & Answers | 🗸 | 🗸 | 🗸 |  | 🗸 |  |  |  | 🗸 | 🗸 | 🗸 |  |  |  |  |  |
| 6  Candidates should enter which areas of Knowledge and Understanding that piece of evidence covers.  As you collect your evidence for assessment you should tick the relevant boxes. There is a box which represents each Performance Criterion and Range in the Element. | Log of Configuration Details |  |  |  |  |  | 🗸 | 🗸 | 🗸 |  | 🗸 |  |  |  |  |  |  |
| Give a brief description of the evidence you are offering for assessment against each Performance Criterion, Range and piece of Knowledge and Understanding. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s signature** |  | **Date** |  |
|  |  |  |  |
| **Assessor’s signature** |  | **Date** |  |
|  |  |  |  |
| **Internal verifier’s signature** |  | **Date** |  |

### Personal statement — Example 4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Evidence**  **index number** | **Details of statement** | **Links to other evidence**  **(enter numbers)** | **Units, Elements, PC, and Range**  **covered** |
| 4/4/00 | 1 | Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio.  Statements that I understand how to set up, equipment, configure software that met customer requirements. Details of equipment and software with dates are listed in portfolio. | 1 | 301.1.a,b,e  Range 1 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s signature** | *Anne Thomas* | **Date** | *2/4/2011* |

### Observation record — Example 5

|  |  |
| --- | --- |
| **Unit/Element(s)** | (301) Select and Enable IT for Use |
|  |  |
| **Candidate’s name** | Anne Thomas |
|  |  |
| **Evidence index number** | 8 |
|  |  |
| **Date of observation** | 28/4/2011 |

|  |  |
| --- | --- |
| **Skills/activities observed** | **PC covered** |
| Saving and storing files | Element 301.3  PC: a-f  Range: **materials** (consumables, removable storage media), **regulations** (current legislation, manufacturer’s instructions, organisational procedures), **system** (application software, hardware, system software). |

|  |
| --- |
| **Knowledge and understanding apparent from this observation** |
| Candidate can save and organise files. She can delete unwanted files and can shut down system according to organisation’s procedures and manufacturer’s instructions. |

|  |
| --- |
| Other Units/Elements to which this evidence may contribute |
| 302.1.b,c Range 1,3 |

|  |
| --- |
| Assessor comments and feedback to candidate |
|  |

I can confirm the candidate’s performance was satisfactory.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor’s signature** | Peter Jones | **Date** | 28/4/2011 |
|  |  |  |  |
| **Candidate’s signature** | Anne Thomas | **Date** | 28/4/2011 |

### Witness testimony — Example 6

|  |  |
| --- | --- |
| **SVQ title and level** | Using IT level 3 |
| **Candidate’s name** | Anne Thomas |
| **Evidence index no** | 4 |
| **Where applicable, evidence**  **number to which this testimony**  **relates** |  |
| **Element(s)** | 301.2 |
| **Range** | 1 |
| **Date of evidence** | 8/4/2011 |
| **Witness name** | Ian Cummings |
| **Designation/relationship to** **candidate** | Line manager |
| **Details of testimony** | I can attest that I observed Anne Thomas following company and national regulations in the use of software. She understands and has knowledge of these regulations and I observed her following them when selecting and configuring software. |

I can confirm the candidate’s performance was satisfactory.

|  |  |  |  |
| --- | --- | --- | --- |
| **Witness’s signature** | Ian Cummings | **Date** | 8/4/2011 |

**Witness** (please tick the appropriate box)**:**

✓

Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications

Is familiar with the SVQ standards to which the candidate is working

### Record of questions and candidate’s answers — Example 7

|  |  |  |
| --- | --- | --- |
| **Unit** | | 301 Select and enable IT for use |
| **Element(s)** | | 1 |
| **Evidence index number** | | 5 |
| **Circumstances of assessment** | | |
| As part of the staff induction scheme IT staff are regularly interviewed and asked about their knowledge and skills. Anne Thomas was interviewed on the 21 March 2011 and below is a summary of the interview where it relates to her knowledge of resources and problem solving. | | |
| **List of questions and candidate’s responses** | | |
| Q | If a member of staff asked you for a particular piece of equipment, what procedures would you follow? | |
| A | I would ensure that a hardware requisition form has been filled out with the rational for needing such equipment, countersigned by their line and general managers. If approved, next step would be to ask the member of staff if they need specific training. Pc 301.1.a, b, e and Range 1, 2, 3. | |
| Q | You discover that a member of staff has installed a piece of software on their workstation PC. What do you do? | |
| A | If they installed it themselves then this is a serious breach of company regulations and I would inform the IT manager. I would then remove the software. Pc 301.1.c and Range 2, 3. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor’s signature** | Davinder Singh | **Date** | 21/3/2011 |
|  |  |  |  |
| **Candidate’s signature** | Anne Thomas | **Date** | 21/3/2011 |

## Section 3 — The Units and recording documents for your SVQ

### Unit progress record

|  |  |
| --- | --- |
| **Qualification and level** | SVQ2 Construction Operations and Civil Engineering Services (Construction): Construction Operations SCQF level 5 |
| **Candidate’s name** |  |

To achieve the whole qualification, you must prove competence in all **2 mandatory** Units, **1** **optional** Unit plus an **optional route** and **1 Unit** from the Construction Operations option.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

**Unit checklist** — circle the reference number of each Unit as you complete it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mandatory** |  |  |  |  |  |  |
| **Optional** |  |  |  |  |  |  |
| **Optional route** |  |  |  |  |  |  |

#### Mandatory Units — all Units should be completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| FN2J 04 | VR641 | Conform to General Workplace Health, Safety and Welfare |  |  |  |
| FW0J 04 | VR642 | Conform to Productive Work Practices |  |  |  |

#### Optional Units — candidates must achieve one of the following Units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY16 04 | VR360 | Establish Work Area Protection and Safety |  |  |  |
| F009 04 | VR365 | Segregate the Area for Highway Works |  |  |  |

#### Optional routes

#### Modular Pavement Construction

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY3G 04 | VR368 | Lay Modular Pavement |  |  |  |
| F6Y5 04 | VR401 | Set Out Secondary Dimensional Work Control |  |  |  |

#### Laying Kerbs and Channels

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY3D 04 | VR368 | Lay Kerbs and Channels |  |  |  |
| F6Y5 04 | VR401 | Set Out Secondary Dimensional Work Control |  |  |  |

#### General Building Operations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY3G 04 | VR368 | Lay Modular Pavement |  |  |  |
| DY3D 04 | VR368 | Lay Kerbs and Channels |  |  |  |
| F6Y5 04 | VR401 | Set Out Secondary Dimensional Work Control |  |  |  |

#### Drainage Construction

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| F6Y5 04 | VR401 | Set Out Secondary Dimensional Work Control |  |  |  |
| H0WY 04 | VR639 | Install Drainage |  |  |  |

#### Structural Concreting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY1P 04 | VR371 | Form Concrete Structures |  |  |  |
| H0X0 04 | VR640 | Erect and Strike Proprietary Formwork |  |  |  |

#### Non-structural Concreting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY6X 04 | VR45 | Place and Finish Non-specialist Concrete |  |  |  |
| FN2V 04 | VR643 | Move, Handle or Store Resources |  |  |  |

#### General Construction

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| FN2V 04 | VR643 | Move, Handle or Store Resources |  |  |  |

#### Plus one of the following optional Units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY6X 04 | VR45 | Place and Finish Non-specialist Concrete |  |  |  |
| H0WY 04 | VR639 | Install Drainage |  |  |  |

#### Excavation and Reinstatement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY3T 04 | VR372 | Locate and Protect Utilities Apparatus and Sub-structures |  |  |  |
| DY18 04 | VR373 | Excavate Holes and Trenches |  |  |  |

#### Plus one of the following optional Units

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY9P 04 | VR172 | Reinstate Ground Conditions |  |  |  |
| DY9N 04 | VR374 | Reinstate Excavation and Highway Surfaces |  |  |  |

#### Construction Operations option list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SQA  Unit Number | SSC  Unit Number | Title | Assessor | Internal Verifier | Date |
| DY9P 04 | VR172 | Reinstate Ground Condition |  |  |  |
| DY04 04 | VR 250 | Erect and Dismantle Access/Working Platforms |  |  |  |
| DY2A 04 | VR366 | Install Street Ironwork |  |  |  |
| DY9L 04 | VR370 | Provide Temporary Excavation Support |  |  |  |
| DY9N 04 | VR374 | Reinstate Excavation and Highway Surfaces |  |  |  |
| FW1X 04 | VR391 | Operate Plant or Machinery to Receive and Transport Loads |  |  |  |
| F77W 04 | VR394 | Operate Plant or Machinery to Compact |  |  |  |
| DY02 04 | VR396 | Direct and Guide the Movement of Plant or Machinery (Slinger/Signaller) |  |  |  |
| DX8X 04 | VR397 | Arrange and Secure Loads |  |  |  |
| DY6K 04 | VR400 | Operate Specialised Powered Tools and Equipment |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| F00Y 04 | VR402 | Slinging and Signalling the Movement of Loads |  |  |  |
| FN2V 04 | VR643 | Move, Handle or Store Resources |  |  |  |

### Glossary of terms

**Advisor** A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.

**Assessment** The process of generating and collecting evidence of a candidate’s performance and judging that evidence against defined criteria.

**Authentication** The process by which an advisor or assessor confirms that an assessment has been undertaken by a candidate and that all regulations governing the assessment have been observed.

**Candidate** The person enrolling for an SQA qualification.

**Centre** The college, training organisation or workplace where SQA qualifications are delivered and assessed.

**Element of** Statements which define the products of learning. The statements

**competence** describe the activities that the candidate needs to perform in order to achieve the Unit. They contain Performance Criteria and sometimes statements on Range and evidence. (see Outcome).

**Evidence** Materials the candidate has to provide as proof of his or her competence against specified Performance Criteria.

**Evidence** Specify the evidence that must be gathered to show that the

**Requirements** candidate has met the standards laid down in the Performance Criteria.

**External** The person appointed by the SQA who is responsible for the

**Verifier** quality assurance of a centre’s provision. An External Verifier is often appointed on a subject area basis or for cognate groups of Units.

**Instrument of** A means of generating evidence of the candidate’s performance.

**Assessment**

**Internal** The person appointed from within the centre who ensures that

**verifier** assessors apply the standards uniformly and consistently.

**Observation** A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes.

**Outcome** Statement which defines the products of learning. They describe the activities the candidate has to perform to achieve the Unit, and contain Performance Criteria and sometimes, statements on Range and evidence (see Elements of Competence).

**Performance** Statements which describe the standard to which candidates

**Criteria** must perform the activities which are stated in the Outcome.

**Portfolio** A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in SVQ awards and in alternative routes to assessment such as APL and credit transfer.

**Product** A means of assessment which enables the quality of a product

**evaluation** produced by the candidate, rather than the process of producing it, to be evaluated.

**Range/Scope** A statement in the Unit which specifies the different contexts in which the activities described in the Outcome have to be demonstrated. Where they appear, Range/Scope Statements are mandatory.

### Units for the SVQ2 Construction Operations and Civil Engineering Services (Construction): Construction Operations SCQF level 5

**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

**Unit Summary**

This standard is about:

1 awareness of relevant current statutory requirements and official guidance

2 responsibilities, to self and others, relating to workplace health, safety and welfare

3 personal behaviour in the workplace

4 security in the workplace

**Key words**

Hazards; Safety; Welfare; Regulations; Security; Signs; Control Equipment; PPE; RPE; LEV; Legislation; Risk assessment

**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

|  |  |  |
| --- | --- | --- |
| **Performance Criteria**  You must be able to:   1. comply with all workplace health, safety and welfare legislation requirements at all times 2. recognise hazards, associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures 3. accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare 4. comply with and support all organisational security arrangements and approved procedures |  | **Scope/range related to Performance Criteria**  1 avoidance of risk by complying with given information relating to the following  1.1 induction  1.2 briefings  1.3 application of prior training (safe use of health and safety control equipment)  2 adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment  3 hazards created by changing circumstances in the workplace are reported  4 show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare  5 comply with organisational policies and procedures relating to the following  5.1 consideration of others  5.2 interpretation of given instructions to maintain safe systems of work  5.3 contributing to discussions (offer and provide feedback)  5.4 maintaining quality working practices  5.5 contributing to the maintenance of workplace welfare facilities  5.6 storage and use of equipment provided to keep people safe  5.7 disposal of waste and/or consumable items  6 comply with organisational procedures for maintaining the security of the workplace  6.1 during the working day  6.2 on completion of the day’s work  6.3 from unauthorised personnel (other operatives and/or the general public)  6.4 from theft |

**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

|  |  |  |
| --- | --- | --- |
| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Workplace health, safety and welfare**   1. what and why health, safety and welfare legislation is relevant to the occupational area 2. what health, safety and welfare legislation **notices and warning signs** are relevant to the occupational area and associated equipment 3. how to comply with control measures identified by risk assessments and safe systems of work 4. why, when and how **health and safety control equipment** should be used   **Performance Criteria 2**  **Recognition of hazards**   1. the **hazards** associated with the work environment 2. how changing circumstances can create **hazards** 3. the method of **reporting** hazards in the workplace   **Performance Criteria 3**  **Organisational policies and procedures**   1. what the organisational **policies and procedures** are for health, safety and welfare 2. how to take active **responsibility** for health, safety and welfare 3. how individual actions and behaviour may affect others 4. what the types of **fire extinguishers** are and how and when they are used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 4**  **Security arrangements**  K12 how security arrangements are implemented in the workplace |

**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

|  |  |  |
| --- | --- | --- |
| **Scope/range relating to Knowledge and Understanding**  **Fire extinguishers**  1 water, CO2, foam, powder, vaporising liquid and their uses  **Hazards**  2 associated with the occupational area  2.1 resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities  2.2 current Health and Safety Executive top ten safety risks  2.3 current Health and Safety Executive top five health risks  **Health and safety control equipment**  3 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  3.1 collective protective measures  3.2 personal protective equipment (PPE)  3.3 respiratory protective equipment (RPE)  3.4 local exhaust ventilation (LEV)  **Notices and warning signs**  4 statutory requirements and/or official guidance for the occupation and the work area |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Policies and procedures**  5 in accordance with organisational requirements  5.1 dealing with accidents and emergencies associated with the type of work being undertaken and the work environment  5.2 methods of receiving or sourcing information  5.3 reporting  5.4 stopping work  5.5 evacuation  5.6 fire risks and safe exit procedures  5.7 consultation and feedback  **Reporting**  6 organisational recording procedures and statutory requirements  **Responsibility**  7 behaviour that affects health, safety and welfare  7.1 recognising when to stop work in the face of serious and imminent danger  7.2 contributing to discussions and providing feedback  7.3 reporting changed circumstances and incidents in the workplace  7.4 adhering to the environmental requirements of the workplace  **Security**  8 organisational procedures relating to the workplace, general public, site personnel and resources |

**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Performance Criteria** | | | | **Scope/range relating to Performance Criteria** | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 6 |
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**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | **Scope/range relating to Knowledge and Understanding** | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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**UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

**Unit Summary**

This standard is about:

1 productive communication with line management, colleagues and customers

2 interpreting information

3 planning and carrying out productive work practices

4 working with others or as an individual

**Key words**

Communication; Colleagues; Customer; Procedures; Records; Relationships; Zero/low carbons

**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

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| **Performance Criteria**  You must be able to:   1. communicate with others 2. follow organisational procedures to plan the sequence of work in order to conform to productive work practices and maintain records 3. maintain good work relationships |  | **Scope/range related to Performance Criteria**  1 communicate with line management, colleagues or customers to ensure work is carried out productively  2 respect the needs of others when communicating  3 interpret procedures and use resources to plan the sequence of work, so that it is completed productively  4 complete documentation as required by the organisation  5 work productively with line management, colleagues, customers or other people  6 apply the principles of equality and diversity |

**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Communicate with others**  K1 how to use methods of communication with other workplace personnel and customers  K2 how to communicate to ensure work is productive  **Performance Criteria 2**  **Follow procedures**  K3 how organisational procedures are applied to plan and carry out productive work  K4 how to maintain documentation in accordance with organisational procedures  K5 how to contribute to zero/low carbon outcomes in the built environment  **Performance Criteria 3**  **Work relationships**  K6 how to maintain good work relationships  K7 how to apply the principles of equality and diversity |  | **Scope/range relating to Knowledge and Understanding**  **Communication**  1 listening, written, oral, visual and electronic  **Documentation**  2 job cards, worksheets, material/resources lists and time sheets  **Procedures**  3 use of resources for own and other's work requirements  4 allocation of appropriate work to employees  5 organisation of work sequence  6 reduction of carbon emissions  **Relationships**  7 individuals, workplace groups (customer and operative, operative and line management, own occupation and allied occupations)  8 show consideration for the needs of individuals by applying the principles of equality and diversity |

**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

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|  |  | **Performance Criteria** | | | **Scope/range relating to Performance Criteria** | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 |
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**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

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|  |  | **Knowledge and Understanding** | | | | | | | **Scope/range relating to Knowledge and Understanding** | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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**UNIT VR642 (FW0J 04) Conform to Productive Work Practices**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. determining the protection and safety requirements
5. preparing, providing for and maintaining the protection and safety of the occupational area of work

**Key words**

Barriers; Safety-lighting; Signs; Safety notices

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, plans, specifications, schedules, risk assessments, method statements, site inspections and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to at least four of the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of access equipment  2.4 safe use and storage of materials, tools and equipment  2.5 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, set out, position, assemble, construct, secure and dismantle  8 use and maintain hand tools, portable power tools and ancillary equipment  9 install, maintain and remove temporary protection and safety arrangements for the work area to given working instructions, relating to barriers/temporary structures and at least one of the following  9.1 protection and safety notices  9.2 safety lighting  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, plans, specifications, schedules, risk assessments, method statements, site inspection reports, manufacturers' information and current regulations and official guidance associated with protecting work areas |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**   1. this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting   **Maintenance**   1. operative care of hand tools and/or portable power tools and ancillary equipment   **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 plan for the protection and the safety of the work and surrounding environment  8.2 install, check and maintain the protection and safety equipment  8.3 dismantle and remove protection and safety equipment  8.4 install safety notices  8.5 install lighting systems  8.6 use hand tools, power tools and equipment  8.7 work at height  8.8 use access equipment  9 team work and communication  10 needs of other occupations associated with establishing work area protection and safety |

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 safety and security barriers  15.2 protection and safety notices  15.3 temporary structures  15.4 signs and lighting  15.5 hand and/or powered tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to establish work area protection  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR360 (DY16 04) Establish Work Area Protection and Safety**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and segregating the area for highways works

**Key words**

Traffic signs; Lighting; Guards; Traffic-management; Signals; Traffic-lights

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements, site inspections and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, locate, set out, position, assemble and remove  8 use and maintain tools and ancillary equipment  9 segregate the area for live highways works in compliance with recognised current legislation and official guidance and given working instructions relating to the following  9.1 access and egress to site  9.2 work activity and storage of resources  9.3 signs, lighting and guarding, portable traffic signals for traffic management control  10 remove signs, lighting and guarding, portable traffic signals in compliance with recognised current legislation and official guidance  11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, statutory regulations and current legislation, official guidance and Codes of Practice governing traffic management relating to the highways works |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools, ancillary equipment and traffic control equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 plan for site safety, storage of materials and traffic management control around the highways works  8.2 set out signs, traffic lights, guarding for traffic management control  8.3 check and maintain operation of traffic control equipment  8.4 dismantle and remove signs, traffic lights, guarding  8.5 use hand tools, power tools and equipment  9 team work and communication  10 needs of other occupations associated with segregating the area for highways work  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures |

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 signs, lights, guards and portable traffic lights  15.2 pedestrian and vehicular traffic control systems  15.3 tools and ancillary equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure for segregating the area for highways works  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR365 (F009 04) Segregate the Area for Highways Works**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. preparing and laying modular pavement manually or by machine

**Key words**

Pavement; Block-paving; Stone-setts; Flags; Lean-mix

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials and components  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, cut, lay, level, align, compact and finish  8 use and maintain hand tools, portable power tools and ancillary equipment  9 lay modular pavement manually and/or by machine to given working instructions for at least one of the following  9.1 block paving  9.2 brick paving  9.3 stone/concrete setts  9.4 flags  9.5 natural stone rough cut (riven/cropped)  9.6 natural stone uniformly cut (sawn in dimension)  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**   1. environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance   **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health** **and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations governing the laying of modular pavement |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation** **and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 confirm the type of block, brick, sett, flag and natural stone modular pavement  8.2 set out the area and prepare ground and foundation for modular pavement construction  8.3 confirm substrate matches given specification  8.4 mark and cut modular paving  8.5 lay modular block, brick, sett, flag and natural stone pavements manually and/or by machine  8.6 lay modular block, brick, sett flag and natural stone pavement, domestic and/or commercial to the required design/pattern, levels and stability  8.7 monitor work against specification(s)  8.8 identify the differences between rigid (bound) and flexible (unbound paving) |

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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| **Scope/range relating to Knowledge and Understanding (cont)**  8.9 install kerbs, channels, edgings and drainage  8.10 lift modular paving for removal, maintenance and repair  8.11 maintain and repair modular paving to match existing design functions  8.12 use hand tools, power tools and equipment  9 team work and communication  10 needs of other occupations associated with laying modular pavement  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 sand, graded granular material, lean mix concrete  15.2 blocks, stone setts, bricks, flags, natural stone  15.3 hand and/or powered tools and equipment |  | **Scope/range relating to Knowledge and Understanding (cont)**  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to lay modular pavement  **Security procedures**  17 site, workplace, company and operative |

**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR367 (DY3G 04) Lay Modular Pavement**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting setting out equipment and ancillary resources

4 preparing and setting out secondary dimensional control of the work

**Key words**

Setting-out; Line; Level; Depth; Area; Height; Angle

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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| **Performance Criteria**  You must be able to:  1 interpret the given information relating to the work and resources to confirm its relevance  2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices  3 select the required quantity and quality of resources for the methods of work  4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  5 comply with the given contract information to carry out the work efficiently to the required specification  6 complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements, manufacturers' information and reference points related to the work to be carried out  2 safe use of personal protective equipment (PPE), and access equipment/working platforms to carry out the activity, in accordance with legislation and/or organisational requirements  3 safe use and storage of tools and equipment  4 selection of resources associated with own work  4.1 measuring tools and instruments  4.2 marking materials/components  4.3 tools and equipment  5 protection of the work and its surrounding area from damage  6 minimise damage and maintain a clean work space  7 disposal of waste in accordance with legislation  8 demonstration of work skills to transfer, transpose, level, measure, mark, position, fix and secure  9 use and maintain hand tools, measuring and marking equipment  10 set out secondary dimensional control for the work to given working instructions for any three of the following  10.1 line  10.2 level  10.3 depth  10.4 area  10.5 height  10.6 angle  11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Safe work practices**  K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied  K5 how **emergencies** should be responded to and who should respond  K6 the organisational **security procedures** for tools, equipment and personal belongings  K7 what the accident reporting procedures are and who is responsible for making the report  K8 why and when **personal protective equipment (PPE)** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**  K9 the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified  K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K11 the organisational procedures to select **resources**, why they have been developed and how they are used  K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 4**  **Minimise the risk of damage**  K13 how to **protect work** from damage and the purpose of protection  K14 why **disposal of waste** should be carried out safely and how it is achieved  **Performance Criteria 5**  **Meet the contract specification**  K15 how **methods of work**, to meet the specification, are carried out and **problems** reported  K16 how **maintenance** of tools and equipment is carried out  **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  4 those identified by method of work, manufacturers’ technical information, statutory regulations and official guidance  **Information**  5 drawings, specifications, schedules, method statements, manufacturers' information, reference points and regulations governing buildings and construction work  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools, measuring and marking equipment and ancillary equipment |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  8.1 measure and set out secondary dimensional control for the work  8.2 measure, align and level to dimensional control requirements  8.3 transfer and set out line, angles and levels to dimensional control requirements  8.4 use hand tools and measuring and marking equipment  8.5 work at height  8.6 use access equipment  9 methods of calculating height, depth, angle, length and area associated with the method/procedure to set out for secondary dimensional work control  10 team work and communication  11 needs of other occupations associated with setting out secondary dimensional control  **Personal protective equipment (PPE)**  12 occupational use, types, purpose of each type and work situations  **Problems**  13 those arising from information, resources and methods of work  13.1 own authority to rectify  13.2 organisational reporting procedures |

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  14 types of progress charts, timetables and estimated times  15 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  16 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  17 materials, components and equipment relating to types, quantity, quality, and sizes of standard and/or specialist  17.1 measuring tools and instruments  17.2 marking equipment  17.3 level and alignment tools  17 methods of calculating quantity of resources associated with the method/procedure to set out for secondary dimensional control  **Security procedures**  18 site, workplace, company and operative |  |  |

**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | |
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**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
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**UNIT VR401 (F6Y5 04) Set Out Secondary Dimensional Work Control**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and laying kerbs and/or channels

**Key words**

Kerbs; Channels

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials and components  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, cut, position, level, align, compact and finish  8 use and maintain hand tools, portable power tools and ancillary equipment  9 lay kerbs and/or channels to given working instructions  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations for laying kerbs and channels |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 identify different types of kerbs or channels  8.2 set out the area and prepare ground and foundation for laying kerbs or channels  8.3 lay and align kerbs or channels to the required specifications  8.4 mark and cut kerbs and channels  8.5 monitor work against specification  8.6 use hand tools, power tools and equipment  9 team work and communication  10 needs of other occupations associated with laying kerbs and channels  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures |

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 sand, cement, aggregates, additives  15.2 kerbs and channels  15.3 hand and/or powered tools and ancillary equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to lay kerbs and channels  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR368 (DY3D 04) Lay Kerbs and Channels**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR639 (H0WY 04) Install Drainage**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for, installing and testing new and/or replacement drainage

**Key words**

Pipework; Manholes; Inspection chambers; Culverts; Soak-a-ways; Cess pools; Septic tanks; Reed beds; Overflows; Treatment plants; Interceptors

**UNIT VR639 (H0WY 04) Install Drainage**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work   **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to at least four of the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of access equipment  2.4 safe use and storage of materials, tools and equipment  2.5 specific risks to health |  | **Scope/range related to Performance Criteria (cont)**  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with legislation  7 demonstration of work skills to measure, mark out, lay, position, fit, level, plumb, align, secure and test  8 use and maintain hand tools, portable power tools and ancillary equipment  9 install and test new and/or replacement, foul and/or surface water drainage for at least two of the following to given working instructions  9.1 pipework (e.g. clay, concrete, metal, or plastic)  9.2 inspection chambers (e.g. brick, concrete, metal or plastic)  9.3 surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)  9.4 foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR639 (H0WY 04) Install Drainage**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR639 (H0WY 04) Install Drainage**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing the installation and construction of drainage systems |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 excavate trenches and provide trench support  8.2 confirm ground conditions, site and excavations are suitable for the drainage installation work  8.3 prepare bedding for pipework  8.4 determine levels and gradients  8.5 identify the differences between surface and foul water drainage  8.6 lay, position, level, plumb, align, fit, fix and secure new and replacement drainage systems  8.7 construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems) |

**UNIT VR639 (H0WY 04) Install Drainage**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Methods of work (cont)**  8.8 assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)  8.9 connect and seal new systems to existing systems  8.10 conduct smoke, water, ball and close circuit television tests on drainage systems  8.11 work with plant and machinery  8.12 use hand tools, power tools and equipment  8.13 work at height and below ground level  8.14 use access equipment  9 team work and communication  10 needs of other occupations associated with installing drainage  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 pipes, fittings and ancillary components  15.2 pre-cast (metal, concrete, clay or plastic) components  15.3 bricks, blocks and sandbags  15.4 granular materials, aggregates, cement, concrete, mortars and sand  15.5 sealant materials (adhesives, compounds, solvents)  15.6 hand and/or powered tools and ancillary equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install drainage  **Security procedures**  17 site, workplace, company and operative |

**UNIT VR639 (H0WY 04) Install Drainage**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR639 (H0WY 04) Install Drainage**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR639 (H0WY 04) Install Drainage**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR639 (H0WY 04) Install Drainage**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR371 (DY1P 04) Form Concrete Structures**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and placing structural concrete

**Key words**

Chute; Skip; Pump; Elephant’s trunk; Mono-rail; Steel; Levels; Poker; Vibrator

**UNIT VR371 (DY1P 04) Form Concrete Structures**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of access equipment/working platforms  2.4 safe use and storage of materials, tools and equipment  2.5 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, position, place, spread, vibrate, compact and finish  8 use and maintain hand tools, portable power tools and ancillary equipment  9 place, compact and finish structural concrete in horizontal and vertical formwork to given working instructions relating to at least two of the following placements  9.1 chute  9.2 elephant’s trunk  9.3 skip  9.4 pump  9.5 mono-rail  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR371 (DY1P 04) Form Concrete Structures**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR371 (DY1P 04) Form Concrete Structures**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations governing construction works |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**   1. operative care of hand tools and/or portable power tools and ancillary equipment   **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 assess and confirm suitability of concrete and area for placement  8.2 place concrete by chute, elephant’s trunk, overhead skip, pumping  8.3 pour to correct levels and coverage of steel reinforcement  8.4 work with and around plant and machinery  8.5 vibrate, compact, finish and cure the structural concrete  8.6 support consistency testing (slump)  8.7 use hand tools, power tools and equipment  8.8 work at height  8.9 use access equipment  9 team work and communication  10 needs of other occupations associated with pouring concrete to form structures |

**UNIT VR371 (DY1P 04) Form Concrete Structures**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 ready-mix concrete materials  15.2 slump test equipment, skips, poker vibrator, tampers, floats and trowels  15.3 hand and/or powered tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to pour concrete to form structures  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR371 (DY1P 04) Form Concrete Structures**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR371 (DY1P 04) Form Concrete Structures**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR371 (DY1P 04) Form Concrete Structures**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 erecting and striking proprietary formwork

**Key words**

Tie systems; Prop systems; Walls; Columns; Beams; Soffits; Slabs; Channels; Bases

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements, manufacturers' and suppliers’ information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to at least four of the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of access equipment  2.4 safe use and storage of materials, tools and equipment  2.5 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, align, position, level, plumb, secure, remove and store  8 use and maintain hand tools, portable power tools and ancillary equipment  9 erect and strike proprietary formwork to given working instructions  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ and suppliers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' and suppliers’ information |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 erect and strike proprietary formwork for walls, columns, beams, soffits, channels, ground slabs and bases  8.2 attach and remove safe lifting provision  8.3 position, secure and remove prop and tie systems  8.4 apply release agents  8.5 move, clean, stack and store proprietary forms  8.6 work with plant and machinery  8.7 use hand tools, power tools and equipment  8.8 work at height  8.9 use access equipment  9 team work and communication  10 needs of other occupations associated with erecting and striking proprietary formwork |

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedure  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 proprietary formwork and associated items  15.2 tie systems  15.3 prop systems  15.4 protective coatings  15.5 fixtures and fittings  15.6 access equipment  15.7 hand and/or powered tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to erect and strike proprietary formwork  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR640 (H0X0 04) Erect and Strike Proprietary Formwork**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. preparing, laying, compacting and finishing concrete slabs, footings or bases

**Key words**

Compacting; Concrete-slabs; Footings; Reinforcement; Floated; Tamped; Trowelled

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with legislation  7 demonstration of work skills to measure, mark out, lay, compact, finish, position and secure  8 use and maintain hand tools and ancillary equipment  9 lay and finish concrete to given working instructions for at least three of the following  9.1 concrete slabs/bases (footing, oversites or paths)  9.2 form slab edging  9.3 position reinforcement  9.4 form surface finish (tamped, floated, brushed and trowelled)  10completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should bekept |

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and ancillary equipment  **Methods of work**   1. application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:    1. transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes    2. place fabric reinforcement    3. concrete mix ratios (volume and gauge boxes)    4. place concrete into formwork and shuttering    5. form slab edging    6. work with plant and machinery    7. use hand tools and ancillary equipment 2. team work and communication 3. needs of other occupations associated with placing and finishing non-specialist concrete   **Problems**   1. those arising from information, resources and methods of work    1. own authority to rectify   11.2 organisational reporting procedures |

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**   1. types of progress charts, timetables and estimated times 2. organisational procedures for reporting circumstances which will affect the work programme   **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 concrete, fabric reinforcement, timber, plywood, proprietary slab edgings and fixings  15.2 hand tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to place and finish non-specialist concrete  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR45 (DY6X 04) Place and Finish Non-specialist Concrete**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting aids or equipment to move, handle or store occupational resources

4 moving, handling and storing occupational resources to maintain useful condition

**Key words**

Storage; Handling; Kinetic lifting, Lifting aids

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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| **Performance Criteria**  You must be able to:   1. comply with the given information to move, handle or store resources 2. comply with the given relevant legislation and official guidance to move, handle or store occupational resources and maintain safe work practices 3. select the required quantity and quality of resources for the method of moving, handling or storing occupational resources 4. prevent damage to the occupational resources and surrounding environment 5. comply with the given occupational resource information to carry out the work efficiently to the required guidance 6. complete the work within the allocated time, in accordance with the programme of work   **Scope/range related to Performance Criteria**  1 interpret given information to move, handle or store occupational resources, and use and store lifting aids and equipment  2 avoidance of risk by complying with the given information relating to at least two of the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of lifting aids  2.4 protection of the environment |  | **Scope/range related to Performance Criteria (cont)**  3 selection of resources associated with moving, handling or storing  3.1 lifting and handling aids  3.2 container(s)  3.3 fixing, holding and securing systems  4 protect the occupational resources and their surrounding area from damage  5 dispose of waste and packaging in accordance with legislation  6 maintain a clean work space  7 work skills to move, position, store, secure and/or use lifting aids and kinetic lifting techniques  8 move, handle or store occupational resources to meet product information and organisational requirements relating to at least three of the following  8.1 sheet material  8.2 loose material  8.3 bagged or wrapped material  8.4 fragile material  8.5 tools and equipment  8.6 components  8.7 liquids  9 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or customer |

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources** and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed 4. how to obtain information to use and store lifting aids and equipment   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant current **legislation and official guidance** and how it is applied 2. the types of **fire extinguishers** and how and when they are used 3. how **emergencies** should be responded to and who should respond 4. the organisational security procedures for tools, equipment and personal belongings 5. what the accident reporting procedures are and who is responsible for making the report 6. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be handled and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Prevent damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Comply with occupational resource information**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with:  2.1 fires, spillages, injuries etc  2.2 emergencies relating to occupational activities  **Fire extinguishers**  3 water, CO2, foam, powder and their uses  **Hazards**  4 those identified by method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  5.1 collective protective measures  5.2 personal protective equipment (PPE)  5.3 respiratory protective equipment (RPE)  5.4 local exhaust ventilation (LEV) |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Information**  6 technical, product and regulatory: oral, written, graphical presentation  **Legislation and official guidance**  7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movements/storage of materials and by manual handling and mechanical lifting  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used for moving, handling and storing occupational resources  9 needs of other occupations associated with the resources  **Problems**  10 those arising from information, resources and methods of work  10.1 own authority to rectify  10.2 organisational reporting procedures  **Programme**  11 types of progress charts, timetables and estimated times  12 organisational procedures for reporting circumstances which will affect the work programme |

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Protect work**  13 against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  14 types, quantity, quality, sizes and sustainability of standard and/or specialist:  14.1 occupational resources  14.2 lifting and handling aids  14.3 containers  14.4 fixing, holding and securing systems  **Security procedures**  15 site, workplace, company and operative |  |  |

**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 |
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**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
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**UNIT VR643 (FN2V 04) Move, Handle or Store Resources**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting instruments, tools and equipment

4 identifying, locating and protecting utilities apparatus and sub-structures

**Key words**

Gas; Electric; Fuel; Water; Communication; Sewage; Inspection chambers; Watercourse; Manholes

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements, survey information and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 safe use of fire extinguishers, as appropriate to the fire  2.5 specific risks to health  3 selection of resources associated with own work  3.1 materials and components  3.2 tools and equipment  3.3 electronic location instruments  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, locate, mark out, position, protect and secure  8 use and maintain hand tools, portable power tools, ancillary equipment and electronic instruments  9 locate and protect sub-surface and/or overhead utilities apparatus to given working instructions, relating to gas, fuel, electric, communications, water and sewage  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. the types of **fire extinguishers** and how and when they are used 3. how **emergencies** should be responded to and who should respond 4. the organisational **security procedures** for tools, equipment and personal belongings 5. what the accident reporting procedures are and who is responsible for making the report 6. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries, damage to utilities apparatus and sub structures  2.2 emergencies relating to occupational activities  **Fire extinguishers**  3 water, CO2, foam, powder and their uses  **Hazards**  4 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  5.1 collective protective measures  5.2 personal protective equipment (PPE)  5.3 respiratory protective equipment (RPE)  5.4 local exhaust ventilation (LEV) |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Information**  6 drawings, specifications, schedules, risk assessments, method statements, organisational and manufacturers' information and current regulations governing utilities  **Legislation and official guidance**  7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  8 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**   1. application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:    1. ensure electronic equipment is calibrated    2. identify utilities apparatus and sub-structures by electronic locations, trial holes and visual    3. confirm the type of service (gas, fuel, electric, communication, water, sewage)    4. confirm structures (foundations, manholes, inspection chambers, joint/junction boxes)    5. confirm any natural environment (tree roots, natural watercourse)    6. mark the location of the service apparatus and sub-structures |

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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| **Scope/range relating to Knowledge and Understanding (cont)**   * 1. provide for the recognition and protection of the service apparatus, sub-structure and the natural environment during operational activities   2. use hand tools, power tools and equipment   3. work at height   10 team work and communication  11 needs of other occupations associated with locating and protecting utilities apparatus and sub-structures  **Problems**  12 those arising from information, resources and methods of work  12.1 own authority to rectify  12.2 organisational reporting procedures  **Programme**  13 types of progress charts, timetables and estimated times  14 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  15 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  16.1 electronic instruments  16.2 marking and protection materials  16.3 hand and/or powered tools and equipment  16.4 ancillary equipment |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Security procedures**  17 site, workplace, company and operative |

**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 |
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**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR372 (DY3T 04) Locate and Protect Utilities Apparatus and Sub-structures**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. carrying out the excavation of holes and trenches

**Key words**

Ironwork; Sub-structures; Grass-areas; Trench-sheeting; Trench support; Modular components; Digging equipment

**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials and components  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, excavate and secure  8 use and maintain hand tools, portable power tools and ancillary equipment  9 excavate holes and trenches in highway location and/or construction site to given working instructions  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information, current legislation and official guidance governing excavations and support of the excavations |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**   1. operative care of hand tools and/or portable power tools and ancillary equipment   **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 identify and confirm the type of surface and sub-surface composition  8.2 remove ironwork, modular components  8.3 excavate ground structures manually  8.4 guide excavating machine to excavate ground structures  8.5 avoid damage to service apparatus and sub-structures  8.6 identify and store excavated and reusable materials  8.7 position, secure and remove excavation supports  8.8 provide for access and egress  8.9 work with plant and machinery  8.10 use hand tools, power tools and equipment  9 team work and communication  10 needs of other occupations associated with the excavation of holes and trenches |

**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 digging equipment for the excavation of holes and trenches  15.2 hand and/or powered tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to excavate holes and trenches  **Security procedures**  17 site, workplace, company and operative |  |  |

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR373 (DY18 04) Excavate Holes and Trenches**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. reinstating ground surfaces after completion of work for flags, blocks, black top, cultivated and grassed areas

**Key words**

Flags; Blocks; Black-top; Grassed-areas; Landscaping; Form-levels; Compact-sub-base; Seed; Soil

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria (cont)**  1 interpretation of drawings, specifications, schedules and manufacturers' information related to the work to be carried out  2 safe use of personal protective equipment (PPE) to carry out the activity, in accordance with legislation and/or organisational requirements  3 safe use and storage of materials, tools and equipment  4 selection of resources associated with own work  4.1 materials, components and fixings  4.2 tools and equipment  5 protection of the work and its surrounding area from damage  6 minimise damage and maintain a clean work space  7 disposal of waste in accordance with current legislation  8 demonstration of work skills to measure, mark out, lay, bed, position, secure and finish  9 use and maintain hand tools, portable power tools and ancillary equipment  10 reinstate ground conditions to given working instructions for at least two of the following  10.1 flag  10.2 block  10.3 concrete  10.4 black top surfaces  10.5 cultivated and grassed areas  11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why and when **personal protective equipment (PPE)** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why disposal of waste should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how methods of work, to meet the specification, are carried out and problems reported 2. how maintenance of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  **Hazards**  3 those identified by method of work, manufacturers’ technical information, statutory regulations and official guidance  **Information**  4 drawings, specifications, schedules and manufacturers' information  **Legislation and official guidance**  5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  6 operative care of hand tools and/or portable power tools and ancillary equipment |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Methods of work**  7 application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:  7.1 place and compact sub-grade and sub-base  7.2 form levels  7.3 reinstate hard landscaping of flag, block, concrete and black top surfaces  7.4 reinstate cultivated and grassed areas  7.5 use hand tools, power tools and equipment  8 team work and communication  9 needs of other occupations associated with reinstatement of ground conditions  **Personal protective equipment (PPE)**  10 occupational use, types, purpose of each type and work situations  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme |

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist:  15.1 flags, blocks, edging, aggregates, cement, black top, top soil, seeds  15.2 hand and/or powered tools and equipment  16 methods of calculating quantity and area associated with the method/procedure to reinstate ground conditions  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR172 (DY9P 04) Reinstate Ground Condition**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. preparing for and reinstating excavations and highway surfaces

**Key words**

Flexible-pavement; Sub-base; Dry-lean, Bituminous-surface; Cold-lay; Warm-lay; Hot-lay; Road base; Kerbs; Edge restraints; Street ironwork

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to backfill, consolidate, lay, compact, position, secure and finish  8 use and maintain hand tools, portable power tools and ancillary equipment  9 reinstate excavations and highway surfaces to given working instructions relating to at least two of the following  9.1 sub-grades, sub-bases, road-bases  9.2 cold lay bituminous  9.3 warm lay bituminous  9.4 hot lay bituminous  9.5 concrete  9.6 modular  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations governing excavations and reinstatement on highways |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 confirm the type of ground structure for reinstatement (bituminous, concrete, modular, natural)  8.2 reinstate and compact backfill, sub-grades, sub-bases, road bases, pavement bases for the relevant type of ground structure  8.3 protect service apparatus and sub-structures during reinstatement  8.4 reinstate the relevant type of ground surface, pavement surface, specialist surface treatment, kerbs, edge restraints, street ironwork and pavement markings  8.5 dispose of surplus materials  8.6 use hand tools, power tools and equipment  9 team work and communication  10 needs of other occupations associated with reinstatement of excavations and highway surfaces |

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 new and re-usable materials, sub-base, road-base and pavement surface  15.2 cold-lay, warm-lay and hot-lay bituminous materials  15.3 sands, jointing materials  15.4 concrete, blocks and flags  15.5 natural soil based materials  15.6 hand and/or powered tools and equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to reinstate excavation and highway surfaces  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR374 (DY9N 04) Reinstate Excavation and Highway Surfaces**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

**Unit Summary**

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. erecting and dismantling access equipment suitable for the work operations

**Key words**

Erecting access-platforms; Dismantling access-platforms; Scaffolding; Access-platforms; Ladders; Working-platforms; Step-ladders; Proprietary-towers; Trestle-platforms; Mobile-towers; Protective-screens

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of method statements, risk assessments, specifications and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of personal protective equipment (PPE)  2.3 safe use of access equipment  2.4 safe use and storage of materials, tools and equipment  3 selection of resources associated with own work  3.1 materials and components  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 demonstration of work skills to move, position/erect, secure, check, dismantle and remove  7 use and maintain hand tools and ancillary equipment  8 erect, dismantle and store at least two of the following access equipment to given access regulations  8.1 ladders/crawler boards  8.2 stepladders/platform steps  8.3 proprietary towers  8.4 trestle platforms  8.5 mobile scaffold towers  8.6 proprietary staging/podiums  9 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **personal protective equipment (PPE)** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**   1. what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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| **Scope/range relating to Knowledge and Understanding**  **Emergencies**  1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  1.1 fires, spillages, injuries  1.2 emergencies relating to occupational activities  **Hazards**  2 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Information**  3 specifications, method statements, risk assessments, current legislation and manufacturers' information  **Legislation and official guidance**  4 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  5 operative care of hand tools and ancillary equipment |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Methods of work**  6 application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:  6.1 provide protection to the work area  6.2 establish a base for equipment  6.3 erect proprietary access equipment to manufacturer’s instructions suitable for the work  6.4 erect non-proprietary access equipment suitable for the work  6.5 place protective screens and notices  6.6 check/monitor equipment during the period of use  6.7 dismantle and store access equipment  6.8 use tools and equipment  6.9 work at height  6.10 use access equipment  7 team work and communication  8 needs of other occupations associated with erecting and dismantling access/working platforms  **Personal protective equipment (PPE)**  9 occupational use, types, purpose of each type and work situations  **Problems**  10 those arising from information, resources and methods of work  10.1 own authority to rectify  10.2 organisational reporting procedures |

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  11 types of progress charts, timetables and estimated times  12 organisational procedures for reporting circumstances which will affect the work programme  **Protect** **work**  13 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  14 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  14.1 ladders/crawler boards  14.2 stepladders/platform steps  14.3 trestles  14.4 proprietary staging/podiums  14.5 proprietary towers  14.6 mobile scaffold towers  14.7 protection equipment and notices  14.8 tools and ancillary equipment  15 methods of calculating quantity of equipment required for the method/procedure to erect and dismantle access/working platforms  **Security procedures**  16 site, workplace, company and operative |  |  |

**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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**UNIT VR250 (DY04 04) Erect and Dismantle Access/Working Platforms**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR366 (DY2A 04) Install Street Ironwork**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and installing street ironwork to new and reinstatement situations

**Key words**

Access-covers; Gullies; Grates

**UNIT VR366 (DY2A 04) Install Street Ironwork**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use and storage of materials, tools and equipment  2.4 specific risks to health  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, position, fit, level, align and secure  8 use and maintain hand tools, portable power tools and ancillary equipment  9 install street ironwork to new and/or reinstatement situations to given working instructions relating to the following  9.1 access covers and frames  9.2 gully grates and frames  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR366 (DY2A 04) Install Street Ironwork**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR366 (DY2A 04) Install Street Ironwork**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**   1. environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance   **Emergencies**   1. operative's response to situations in accordance with organisational authorisation and personal skills when involved with   2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**   1. those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance   **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations for street ironwork fixtures |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  **Maintenance**  7 operative care of hand tools and/or portable power tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 locate the area/position where the street ironwork is to be installed  8.2 confirm the street ironwork, fixing and bedding requirements  8.3 position, fit, align and secure the street ironwork  8.4 protect ironwork during curing  8.5 use hand tools, power tools and equipment  8.6 use ancillary equipment  9 team work and communication  10 needs of other occupations associated with the installation of street ironwork  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures |

**UNIT VR366 (DY2A 04) Install Street Ironwork**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 sand, cement, mortar, patent epoxy resin-based materials  15.2 access covers and frames, gully grates and frames  15.3 hand and/or powered tools and equipment  16 methods of calculating quantity and size associated with the method/ procedure to install street ironwork  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR366 (DY2A 04) Install Street Ironwork**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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**UNIT VR366 (DY2A 04) Install Street Ironwork**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR366 (DY2A 04) Install Street Ironwork**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR366 (DY2A 04) Install Street Ironwork**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and providing temporary excavation support

**Key words**

Skeleton; Drag-box; Trench-box; Coffer dam; Diaphragm wall; Secant support; Open and close boarding

**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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| **Performance Criteria**  You must be able to:   1. interpret the given information relating to the work and resources to confirm its relevance 2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices 3. select the required quantity and quality of resources for the methods of work 4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area 5. comply with the given contract information to carry out the work efficiently to the required specification 6. complete the work within the allocated time, in accordance with the programme of work   **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out  2 avoidance of risk by complying with the given information relating to the following  2.1 methods of work  2.2 safe use of health and safety control equipment  2.3 safe use of access equipment/working platforms  2.4 safe use and storage of materials, tools and equipment  2.5 specific risks to health |  | **Scope/range related to Performance Criteria (cont)**  3 selection of resources associated with own work  3.1 materials, components and fixings  3.2 tools and equipment  4 protection of the work and its surrounding area from damage  5 minimise damage and maintain a clean work space  6 disposal of waste in accordance with current legislation  7 demonstration of work skills to measure, mark out, prepare, position, fit, support, fix, secure, dismantle and remove  8 use and maintain hand tools, portable power tools and ancillary equipment  9 provide and remove temporary excavation support to given working instructions, relating to at least two of the following support frameworks  9.1 skeleton  9.2 open and close boarding  9.3 drag box  9.4 trench box  9.5 coffer dam  9.6 diaphragm wall  9.7 secant support  10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**   1. the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented 2. the types of **information**, their source and how they are interpreted 3. the organisational procedures to solve **problems** with the **information** and why it is important they are followed   **Performance Criteria 2**  **Safe work practices**   1. the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied 2. how **emergencies** should be responded to and who should respond 3. the organisational **security procedures** for tools, equipment and personal belongings 4. what the accident reporting procedures are and who is responsible for making the report 5. why, when and how **health and safety control equipment** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**   1. the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified 2. how the **resources** should be used and how any **problems** associated with the **resources** are reported 3. the organisational procedures to select **resources**, why they have been developed and how they are used 4. the **hazards** associated with the **resources** and **methods of work** and how they are overcome   **Performance Criteria 4**  **Minimise the risk of damage**   1. how to **protect work** from damage and the purpose of protection 2. why **disposal of waste** should be carried out safely and how it is achieved   **Performance Criteria 5**  **Meet the contract specification**   1. how **methods of work**, to meet the specification, are carried out and **problems** reported 2. how **maintenance** of tools and equipment is carried out   **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance  **Health and safety control equipment**  4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment  4.1 collective protective measures  4.2 personal protective equipment (PPE)  4.3 respiratory protective equipment (RPE)  4.4 local exhaust ventilation (LEV)  **Information**  5 drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and current regulations governing construction works and support of excavations |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting  Maintenance   1. operative care of hand tools and/or portable power tools and ancillary equipment   **Methods of work**  8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:  8.1 assess the excavated area and select suitable temporary support for the excavation  8.2 provide for safe access and egress around the temporary excavation support  8.3 construct/erect/install temporary excavation support  8.4 work with and around plant and machinery  8.5 inspect and maintain the integrity and safety of the temporary support structure  8.6 dismantle and remove the excavation support structure  8.7 use hand tools, power tools and equipment  8.8 work at height and in confined spaces  8.9 use access equipment  9 team work and communication  10 needs of other occupations associated with providing temporary excavation support |

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:  15.1 poling boards, walings, struts, wedges, soldiers, steel struts and trench sheets  15.2 proprietary systems  15.3 ancillary fixing devices  15.4 hand and/or powered tools and ancillary equipment  16 methods of calculating quantity, length, area and wastage associated with the method/procedure to provide temporary excavation support  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR370 (DY9L 04) Provide Temporary Excavation Support**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting and/or using materials, components and equipment for plant or machinery operations

4 setting up, operating and shutting down plant or machinery to receive and transport bulk material loads

**Key words**

Concrete-pumps; Forward tipping dumpers; Agricultural tractors; Tunnelling plant; Dump-trucks; Bowsers

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 organise with others the sequence in which the work is to be carried out  3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  4 request resources to sustain plant or machinery operations to complete the programme of work  5 select plant or machinery resources for the methods of work and operations to be carried out  6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  7 comply with the given contract information to carry out the work efficiently to the required specification  8 complete the work within the allocated time, in accordance with the programme of work  **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out  2 organisation of own work  3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out |  | **Scope/range related to Performance Criteria (cont)**  4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements  5 safe use and storage of plant or machinery, tools and equipment  6 follow organisational procedures for the requisition of consumables, materials and other resources  7 selection of resources associated with own work  7.1 tools and ancillary equipment and/or accessories  8 protection of the work and its surrounding area from damage  9 minimise damage and maintain a clean work space  10 disposal of waste in accordance with legislation  11 demonstration of work skills to check, adjust, communicate, manoeuvre, position, receive, transport and deposit  12 use and maintain hand tools, ancillary equipment and/or accessories.  13 operate plant or machinery to receive and transport bulk material loads to given working instructions, relating to one of the following categories of plant or machinery  13.1 concrete pumps  13.2 forward tipping dumpers  13.3 agricultural tractors complete with towed equipment  13.4 tunnelling plant and equipment  13.5 dump trucks  13.6 bowsers  14 shut down and secure plant or machinery  15 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Organise with others**  K4 **communication** of ideas between team members  K5 organisation of **resources** in conjunction with the progress of work  K6 the **skills** required to carry out the work  **Performance Criteria 3**  **Safe work practices**  K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied  K8 how **emergencies** should be responded to and who should respond  K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings |  | **Knowledge and Understanding (cont)**  K10 what the accident reporting procedures are and who is responsible for making the report  K11 why and when **personal protective equipment (PPE)** should be used  **Performance Criteria 4**  **Request resources**  K12 the organisational procedures for requisitioning consumables and other **resources**  **Performance Criteria 5**  **Selection of resources**  K13 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified  K14 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K15 the organisational procedures to select **resources**, why they have been developed and how they are used  K16 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 6**  **Minimise the risk of damage**  K17 how to **protect work** from damage and the purpose of protection  K18 why **disposal of waste** should be carried out safely and how it is achieved |

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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| **Knowledge and Understanding (cont)**  **Performance Criteria 7**  **Meet the contract specification**  K19 how **methods of work**, to meet the specification, are carried out and **problems** reported  K20 how **maintenance** of plant and/or machinery, tools and equipment is carried out  **Performance Criteria 8**  **Allocated time**  K21 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Communication**  1 discussions, sketches and briefings  **Disposal of waste**  2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  3.1 fires, spillages, injuries  3.2 emergencies relating to occupational activities  **Hazards**  4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  5 drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery to receive and transport loads  **Legislation, Approved Codes of Practice and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Maintenance**  7 operative care of plant or machinery, hand tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  8.1 identify the characteristics of the plant and machinery appropriate for the receipt and transportation operation  8.2 carry out performance checks to receive and transport loads  8.3 identify characteristics, type and volume of loads to receive and transport  8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area  8.5 receive, secure and balance loads for transport  8.6 transport and deposit loads  8.7 shut down and secure plant or machinery  8.8 use hand tools, ancillary equipment and accessories  9 team work and communication  10 needs of other occupations associated with operating plant or machinery for receiving and transporting bulk material loads  **Personal protective equipment (PPE)**  11 occupational use, types, purpose of each type and work situations |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  12 those arising from information, resources and methods of work  12.1 own authority to rectify  12.2 organisational reporting procedures  **Programme**  13 types of progress charts, timetables and estimated times  14 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  15 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist:  16.1 consumables, lubricants, fuels  16.2 attachments and load coverings  16.3 hand tools, ancillary equipment and/or accessories  17 methods of calculating weight, quantity, length and area associated with the method/procedure to operate plant or machinery for receiving and transporting bulk material loads  **Security procedures**  18 site, workplace, company and operative  **Skills**  19 own occupation and occupations related to the work |

**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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|  |  | **Performance Criteria** | | | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
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**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 | K21 |
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**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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**UNIT VR391 (FW1X 04) Operate Plant or Machinery to Receive and Transport Loads**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting and/or using materials, components and equipment for plant or machinery operations

4 setting up, operating and shutting down plant or machinery for compaction work

**Key words**

Ride-on rollers; Compactors

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 organise with others the sequence in which the work is to be carried out  3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  4 request resources to sustain plant or machinery operations to complete the programme of work  5 select plant or machinery resources for the methods of work and operations to be carried out  6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  7 comply with the given contract information to carry out the work efficiently to the required specification  8 complete the work within the allocated time, in accordance with the programme of work  **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out  2 organisation of own work |  | **Scope/range related to Performance Criteria (cont)**  3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out  4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements  5 safe use and storage of plant or machinery tools and equipment  6 follow organisational procedures for the requisition of consumables, materials and other resources  7 selection of resources associated with own work  7.1 tools and ancillary equipment and/or accessories  8 protection of the work and its surrounding area from damage  9 minimise damage and maintain a clean work space  10 disposal of waste in accordance with legislation  11 demonstration of work skills to check, adjust, communicate, manoeuvre, position and compact  12 use and maintain hand tools, ancillary equipment and/or accessories.  13 operate plant or machinery for compaction to given working instructions, relating to one of the following categories of plant or machinery  13.1 ride on rollers  13.2 compacters  14 shut down and secure plant or machinery  15 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Organise with others**  K4 **communication** of ideas between team members  K5 organisation of **resources** in conjunction with the progress of work  K6 the **skills** required to carry out the work  **Performance Criteria 3**  **Safe work practices**  K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied  K8 how **emergencies** should be responded to and who should respond  K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings |  | **Knowledge and Understanding (cont)**  K10 what the accident reporting procedures are and who is responsible for making the report  K11 why and when **personal protective equipment (PPE)** should be used  **Performance Criteria 4**  **Request resources**  K12 the organisational procedures for requisitioning consumables and other **resources**  **Performance Criteria 5**  **Selection of resources**  K13 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified  K14 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K15 the organisational procedures to select **resources**, why they have been developed and how they are used  K16 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 6**  **Minimise the risk of damage**  K17 how to **protect work** from damage and the purpose of protection  K18 why **disposal of waste** should be carried out safely and how it is achieved |

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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| **Knowledge and Understanding (cont)**  **Performance Criteria 7**  **Meet the contract specification**  K19 how **methods of work**, to meet the specification, are carried out and **problems** reported  K20 how **maintenance** of plant and/or machinery, tools and equipment is carried out  **Performance Criteria 8**  **Allocated time**  K21 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |  | **Scope/range relating to Knowledge and Understanding**  **Communication**  1 discussions, sketches and briefings  **Disposal of waste**  2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  3.1 fires, spillages, injuries  3.2 emergencies relating to occupational activities  **Hazards**  4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  5 drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery for compaction work  **Legislation, Approved Codes of Practice and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Maintenance**  7 operative care of plant or machinery, hand tools and ancillary equipment  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  8.1 identify the characteristics of the plant and machinery appropriate to the compaction operation  8.2 carry out performance checks for compaction operations  8.3 identify with the area for the compaction work  8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area  8.5 check to avoid damage to structures and utilities service apparatus  8.6 complete compaction work  8.7 shut down and secure plant or machinery  8.8 use hand tools, ancillary equipment and accessories  9 team work and communication  10 needs of other occupations associated with operating plant or machinery for compaction work  **Personal protective equipment (PPE)**  11 occupational use, types, purpose of each type and work situations  **Problems**  12 those arising from information, resources and methods of work  12.1 own authority to rectify  12.2 organisational reporting procedures |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  13 types of progress charts, timetables and estimated times  14 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  15 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist  16.1 consumables, lubricants, fuels  16.2 attachments, compaction aids  16.3 hand tools, ancillary equipment and/or accessories  17 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant or machinery to carry out compaction work  **Security procedures**  18 site, workplace, company and operative  **Skills**  19 own occupation and occupations related to the work |

**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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|  |  | **Performance Criteria** | | | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
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**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 | K21 |
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**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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**UNIT VR394 (F77W 04) Operate Plant or Machinery to Compact**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR396 (DY02 04) Direct and Guide the Movement of Plant or Machinery**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components, tools and/or ancillary equipment to direct and guide the movement of loads or the movement and operations of plant or machinery

4 preparing for and directing and guiding the movement of loads or the movement and operations of plant or machinery

**Key words**

Signalling; Radio-communication; Directing; Guiding; Hand signals

**UNIT VR396 (DY02 04) Direct and Guide the Movement of Plant or Machinery**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 organise with others the sequence in which the work is to be carried out  3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  4 select plant or machinery resources for the methods of work and operations to be carried out  5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  6 comply with the given contract information to carry out the work efficiently to the required specification  7 complete the work within the allocated time, in accordance with the programme of work  **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out  2 organisation of own work  3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out |  | **Scope/range related to Performance Criteria (cont)**  4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements  5 safe use and storage of tools and equipment  6 selection of resources associated with own work  6.1 hand tools and ancillary equipment  6.2 signalling and communication equipment  7 protection of the work and its surrounding area from damage  8 minimise damage and maintain a clean work space  9 disposal of waste in accordance with legislation  10 demonstration of work skills to measure, gauge, estimate, interpret, judge, explain, prepare, command, direct, guide, indicate, inform, instruct, sign, position, move, secure, signal and relay  11 use and maintain hand tools, ancillary equipment and signalling and communication equipment  12 direct and guide the movement of loads or movement and operations of plant or machinery to given working instructions, relating to the following  12.1 hand signals  12.2 hand signalling equipment  12.3 verbal/electronic communication  13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Organise with others**  K4 **communication** of ideas between team members  K5 organisation of **resources** in conjunction with the progress of work  K6 the **skills** required to carry out the work  **Performance Criteria 3**  **Safe work practices**  K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied  K8 how **emergencies** should be responded to and who should respond  K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings |  | **Knowledge and Understanding (cont)**  K10 what the accident reporting procedures are and who is responsible for making the report  K11 why and when **personal protective equipment (PPE)** should be used  **Performance Criteria 4**  **Selection of resources**  K12 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified  K13 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K14 the organisational procedures to select **resources**, why they have been developed and how they are used  K15 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 5**  **Minimise the risk of damage**  K16 how to **protect work** from damage and the purpose of protection  K17 why **disposal of waste** should be carried out safely and how it is achieved  **Performance Criteria 6**  **Meet the contract specification**  K18 how **methods of work**, to meet the specification, are carried out and **problems** reported  K19 how **maintenance** of plant and/or machinery, tools and equipment is carried out |

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| **Knowledge and Understanding (cont)**  **Performance Criteria 7**  **Allocated time**  K20 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |  | **Scope/range relating to Knowledge and Understanding**  **Communication**  1 discussions, sketches, briefings, signalling and radio communication  **Disposal of waste**  2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  3.1 fires, spillages, injuries  3.2 emergencies relating to occupational activities  **Hazards**  4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  5 drawings, specifications, schedules, method statements, manufacturers' information and Codes of Practice for the direction and guidance of plant or machinery  **Legislation, Approved Codes of Practice and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Maintenance**  7 operative care of hand tools, ancillary equipment, signalling and communication equipment  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  8.1 assess and determine the movement of loads or movement and operations of plant or machinery  8.2 direct and guide the movement of loads or movement and operations of plant or machinery  8.3 signal and communicate following recognised/agreed operational procedures  8.4 use hand tools and ancillary equipment  9 team work and communication  10 needs of other occupations associated with directing and guiding loads or plant or machinery  **Personal protective equipment (PPE)**  11 occupational use, types, purpose of each type and work situations  **Problems**  12 those arising from information, resources and methods of work  12.1 own authority to rectify  12.2 organisational reporting procedures  **Programme**  13 types of progress charts, timetables and estimated times  14 organisational procedures for reporting circumstances which will affect the work programme |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Protect work**  15 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist  16.1 signalling and communication equipment  16.2 hand tools and ancillary equipment  17 methods of calculating weight/bearing pressures, identifying centre(s) of gravity and quantity, length and area associated with the method/procedure for directing and guiding the movement of loads or plant or machinery  **Security procedures**  18 site, workplace, company and operative  **Skills**  19 own occupation and occupations related to the work |

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|  |  | **Performance Criteria** | | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 |
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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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**UNIT VR396 (DY02 04) Direct and Guide the Movement of Plant or Machinery**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting and/or using materials, components and equipment to arrange and secure loads

4 preparing, arranging and securing loads

**Key words**

Slinger; Signaller; Loader/Securer

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  3 select plant or machinery resources for the methods of work and operations to be carried out  4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  5 comply with the given contract information to carry out the work efficiently to the required specification  6 complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the work to be carried out  2 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) and access equipment to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements  3 safe use and storage of tools and equipment  4 selection of resources associated with own work  4.1 materials, components and fixings  4.2 tools and equipment  4.3 lifting or tie down accessories  5 protection of the work and its surrounding area from damage  6 minimise damage and maintain a clean work space  7 disposal of waste in accordance with legislation  8 demonstration of work skills to measure, gauge, calculate, select, fit, configure, test, balance, adjust, secure, position and remove  9 use and maintain hand tools, ancillary equipment, lifting or load restraint accessories  10 arrange and secure loads for movement by either slinger/signaller or loader/securer to given working instructions  10.1 Slinger/signaller — any three of the following loads: balanced, unbalanced, loose, bundled, containers, drums  10.2 Loader/securer — all of the following loads: wheeled machinery, tracked machinery, rolling machinery  11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Safe work practices**  K4 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied  K5 how **emergencies** should be responded to and who should respond  K6 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings  K7 what the accident reporting procedures are and who is responsible for making the report  K8 why and when **personal protective equipment (PPE)** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Selection of resources**  K9 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified  K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K11 the organisational procedures to select **resources**, why they have been developed and how they are used  K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 4**  **Minimise the risk of damage**  K13 how to **protect work** from damage and the purpose of protection  K14 why **disposal of waste** should be carried out safely and how it is achieved  **Performance Criteria 5**  **Meet the contract specification**  K15 how **methods of work**, to meet the specification, are carried out and **problems** reported  K16 how **maintenance** of plant and/or machinery, tools and equipment is carried out  **Performance Criteria 6**  **Allocated time**  K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Hazards**  3 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  4 drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the arrangement and security of loads  **Legislation, Approved Codes of Practice and official guidance**  5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Maintenance**  6 operative care of hand tools, ancillary equipment and lifting or load restraint accessories  **Methods of work**  7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  7.1 identify the characteristics of the plant and machinery and load appropriate to the slinging or securing operation  7.2 determine method for slinging or restraining  7.3 select and use suitable lifting or load restraint accessories  7.4 arrange and secure loads  7.5 confirm balance, stability and correct weight distribution  7.6 remove and store lifting and load restraint accessories on completion of movement  7.7 use hand tools and ancillary equipment  7.8 work at height  8 team work and communication  9 needs of other occupations associated with arranging and securing loads  **Personal protective equipment (PPE)**  10 occupational use, types, purpose of each type and work situations |

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Programme**  12 types of progress charts, timetables and estimated times  13 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  14 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  15 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist  15.1 lifting or load restraint accessories, steel wire rope, chain, fabric, web hooks, shackles, clamps  15.2 hand tools and ancillary equipment  16 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure for arranging and securing loads  **Security procedures**  17 site, workplace, company and operative |  |  |

**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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**UNIT VR397 (DX8X 04) Arrange and Secure Loads**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting and preparing specialised powered tools and/or ancillary equipment

4 operating specialised powered tools and equipment

**Key words**

Specialised-tools; Powered-tools; Power-units

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  3 request resources to sustain plant or machinery operations to complete the programme of work  4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  5 carry out pre-use preparation inspections on powered tools and/or equipment in accordance with given procedures  6 operate powered tools and/or equipment in accordance with safe working practices to achieve the work outcome  **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, risk assessments, method statements, legislation, Codes of Practice, operating instructions and manufacturers' information related to the work to be carried out  2 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements |  | **Scope/range related to Performance Criteria (cont)**  3 safe use and security of powered tools and equipment  4safe use of fire extinguishers, as appropriate to the fire  5 request resources to sustain powered tools and/or equipment associated with own work:  5.1 fuel/power source  5.2 lubricants  5.3 consumables  6 protection of the work and its surrounding area from damage  7 minimise damage and maintain a clean work space  8 disposal of waste in accordance with legislation  9 demonstration of work skills to measure, align, assemble, fit, level, position, check, secure, connect and adjust  10 use and maintain power units, tools and ancillary equipment  11 prepare the power unit tool(s) and/or ancillary equipment to given working instructions  12 demonstration of work skills to start, stop, replenish, control and clean  13 use and maintain power units, tools and ancillary equipment  14 operate and monitor power unit and associated equipment to given working instructions, relating to  14.1 continual running  14.2 closing down  14.3 cleaning  15 return powered tools and equipment to a safe operational condition on completion of work  16 disassemble power unit, tools and ancillary equipment |

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the operating **information** and legislation appropriate to the powered tools and/or equipment  K2 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K3 the types of **information**, their source and how they are interpreted  K4 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Safe work practices**  K5 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied  K6 the types of **fire extinguishers** and how and when they are used  K7 how **emergencies** should be responded to and who should respond  K8 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings  K9 what the accident reporting procedures are and who is responsible for making the report  K10 why and when **personal protective equipment (PPE)** should be used |  | **Knowledge and Understanding (cont)**  **Performance Criteria 3**  **Request resources**  K11 the organisational procedures for requisitioning consumables and other **resources**, why they have been developed and how they are used  K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 4**  **Minimise the risk of damage**  K13 how to **protect work** from damage and the purpose of protection  K14 why **disposal of waste** should be carried out safely and how it is achieved  **Performance Criteria 5**  **Pre-use preparation**  K15 the **methods of work** for pre-use checks needed before operating powered tools and/or equipment  K16 the **method of work** preparation required before using powered tools and/or equipment  **Performance Criteria 6**  **Use tools and equipment**  K17 how **methods of work** are carried out and **problems** reported |

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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| **Scope/range relating to Knowledge and Understanding**  **Disposal of waste**  1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  2.1 fires, spillages, injuries  2.2 emergencies relating to occupational activities  **Fire extinguishers**  3 water, CO2, foam, powder and their uses  **Hazards**  4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  5 drawings, specifications, risk assessments, method statements, legislation, Codes of Practice, manufacturers' information and operating instructions  **Legislation and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Methods of work**  7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  7.1 prepare, position and set up for work  7.2 secure accessories and tool attachments  7.3 carry out pre-use checks to manufacturers' and suppliers’ information/procedures  7.4 operate, use and control  7.5 monitor and maintain  7.6 close down and secure  7.7 disassemble  7.8 transport and/or store  8 team work and communication  9 needs of other occupations associated with operating power units, tools and/or equipment  **Personal protective equipment (PPE)**  10 occupational use, types, purpose of each type and work situations  **Problems**  11 those arising from information, resources and methods of work  11.1 own authority to rectify  11.2 organisational reporting procedures  **Protect work**  12 protect work against damage from general workplace activities, other occupations and adverse weather conditions |

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Resources**  13 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist  13.1 power source/fuels  13.2 consumables, lubricants  **Security procedures**  14 site, workplace, company and operative |  |  |

**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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|  |  | **Performance Criteria** | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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**UNIT VR400 (DY6K 04) Operate Specialised Powered Tools and Equipment**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

**Unit Summary**

This standard is about:

1 interpreting information

2 adopting safe and healthy working practices

3 selecting materials, components and equipment

4 preparing for and slinging and signalling the movement of loads

**Key words**

Radio communication; Lifting equipment

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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| **Performance Criteria**  You must be able to:  1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance  2 organise with others the sequence in which the work is to be carried out  3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices  4 select plant or machinery resources for the methods of work and operations to be carried out  5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area  6 comply with the given contract information to carry out the work efficiently to the required specification  7 complete the work within the allocated time, in accordance with the programme of work |  | **Scope/range related to Performance Criteria**  1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out  2 organisation of own work  3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out  4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements  5 safe use and storage of tools and equipment  6 selection of resources associated with own work  6.1 attachments, slinging equipment, lifting aids, hand tools and ancillary equipment  6.2 signalling and communication equipment  7 protection of the work and its surrounding area from damage  8 minimise damage and maintain a clean work space  9 disposal of waste in accordance with legislation  10 demonstration of work skills to measure, gauge, estimate, fit, fix, test, balance, interpret, judge, explain, prepare, indicate, inform, instruct, sign, position, adjust, configure, move, secure, signal and relay  11 use and maintain hand tools, ancillary equipment, slinging equipment and signalling and communication equipment  12 slinging and signalling for the lifting and movement of loads by plant or machinery operations to given working instructions  13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client |

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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| **Knowledge and Understanding**  You need to know and understand:  **Performance Criteria 1**  **Interpretation of information**  K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented  K2 the types of **information**, their source and how they are interpreted  K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed  **Performance Criteria 2**  **Organise with others**  K4 **communication** of ideas between team members  K5 organisation of **resources** in conjunction with the progress of work  K6 the **skills** required to carry out the work  **Performance Criteria 3**  **Safe work practices**  K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied  K8 how **emergencies** should be responded to and who should respond |  | **Knowledge and Understanding (cont)**  K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings  K10 what the accident reporting procedures are and who is responsible for making the report  K11 why and when **personal protective equipment (PPE)** should be used  **Performance Criteria 4**  **Selection of resources**  K12 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified  K13 how the **resources** should be used and how any **problems** associated with the **resources** are reported  K14 the organisational procedures to select **resources**, why they have been developed and how they are used  K15 the **hazards** associated with the **resources** and **methods of work** and how they are overcome  **Performance Criteria 5**  **Minimise the risk of damage**  K16 how to **protect work** from damage and the purpose of protection  K17 why **disposal of waste** should be carried out safely and how it is achieved |

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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| **Knowledge and Understanding (cont)**  **Performance Criteria 6**  **Meet the contract specification**  K18 how **methods of work**, to meet the specification, are carried out and **problems** reported  K19 how **maintenance** of plant and/or machinery, tools and equipment is carried out  **Performance Criteria 7**  **Allocated time**  K20 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept |  | **Scope/range relating to Knowledge and Understanding**  **Communication**  1 discussions, sketches, briefings, signalling and radio communication  **Disposal of waste**  2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance  **Emergencies**  3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with  3.1 fires, spillages, injuries  3.2 emergencies relating to occupational activities  **Hazards**  4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance  **Information**  5 drawings, specifications, schedules, method statements, manufacturers' information, approved procedures and Codes of Practice  **Legislation, Approved Codes of Practice and official guidance**  6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting |

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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| **Scope/range relating to Knowledge and Understanding (cont)**  **Maintenance**  7 operative care of hand tools, ancillary equipment, slinging equipment and signalling and communication equipment  **Methods of work**  8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to  8.1 confirm method of communication  8.2 determine method of slinging  8.3 select and use suitable slinging equipment and lifting accessories  8.4 sling loads securely and balance with correct weight distribution  8.5 signal and communicate following recognised/agreed operational procedures  8.6 position loads safely and securely  8.7 remove and store lifting accessories  8.8 use hand tools and ancillary equipment  9 team work and communication  10 needs of other occupations associated with slinging and signalling the movement of loads  **Personal protective equipment (PPE)**  11 occupational use, types, purpose of each type and work situations  **Problems**  12 those arising from information, resources and methods of work  12.1 own authority to rectify  12.2 organisational reporting procedures |  | **Scope/range relating to Knowledge and Understanding (cont)**  **Programme**  13 types of progress charts, timetables and estimated times  14 organisational procedures for reporting circumstances which will affect the work programme  **Protect work**  15 protect work against damage from general workplace activities, other occupations and adverse weather conditions  **Resources**  16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist  16.1 lifting accessories  16.2 signalling and communication equipment  16.3 hand tools and ancillary equipment  17 methods of calculating weight, bearing pressure, quantity, length and area associated with the method/procedure for slinging and signalling the movement of loads  **Security procedures**  18 site, workplace, company and operative  **Skills**  19 own occupation and occupations related to the work |

**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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|  |  | **Performance Criteria** | | | | | | | **Scope/range relating to Performance Criteria** | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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|  |  | **Knowledge and Understanding** | | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 |
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**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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|  |  | **Scope/range relating to Knowledge and Understanding** | | | | | | | | | | | | | | | | | | |
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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**UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads**

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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| **Candidate** |  |  | **Date** |  |
| **Assessor** |  |  | **Date** |  |
| **Internal Verifier** |  |  | **Date** |  |

## Section 4 — Blank recording forms

This section consists of the blank forms referred to in Section 2 for you to photocopy. You may find these useful when compiling your portfolio.

### Portfolio title page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your name |  | | | |
| Job title |  | | | |
| Name of employer/  training provider/  college |  | | | |
| Their address |  | | | |
| Telephone number |  | | | |
| SVQ |  | | | |
| Level |  | | | |
| Units submitted for assessment |  | | | |
| Mentor’s name |  | | | |
| (Please provide details of mentor’s experience) |  | | | |
| **Assessor’s signature** | | |  | **Date** |  |

### Personal profile

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Home telephone |  |
| Work telephone |  |
| Job title |  |

#### Relevant experience

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| Description of your current job |  |
| Previous work experience |  |
| Qualifications and training |  |
| Voluntary work/interests |  |

**Personal profile (cont)**

|  |  |
| --- | --- |
| Name of employer/training provider/college |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Type of business |  |
| Number of staff |  |
| Structure of organisation  (include chart or diagram if available) |  |

### Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

|  |  |  |
| --- | --- | --- |
| Section | Completed | Page/Section number |
| **Title page for the portfolio** |  |  |
| **Personal profile** |  |  |
| Your own personal details |  |  |
| A brief CV or career profile |  |  |
| A description of your job |  |  |
| Information about your employer/training provider/college |  |  |
| **Unit assessment plans** |  |  |
| **Unit progress record** |  |  |
| **Completed Element achievement records for each Unit** |  |  |
| Signed by yourself, your assessor and the internal verifier (where relevant) |  |  |
| Evidence reference numbers included |  |  |
| **Index of evidence (with cross-referencing information completed)** |  |  |
| Evidence (with reference numbers) |  |  |
| Observation records |  |  |
| Details of witnesses (witness testimony sheets) |  |  |
| Personal statements |  |  |
| Products of performance |  |  |

### Index of evidence

|  |  |
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| **SVQ title and level** |  |

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| **Evidence**  **number** | **Description of evidence** | **Included**  **in portfolio**  **(Yes/No)**  **If no,**  **state location** | **Sampled by the IV**  **(initials and date)** |
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### Personal statement

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| **Date** | **Evidence**  **index number** | **Details of statement** | | **Links to other evidence**  **(enter numbers)** | | | **Units, Elements, PC, and Range**  **covered** |
|  |  |  | |  | | |  |
| **Candidate’s signature** | | | |  | | **Date** |  | |

### Observation record

|  |  |
| --- | --- |
| **Unit/Element(s)** |  |
| **Candidate’s name** |  |
| **Date of observation** |  |
| **Evidence index number** |  |

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| Skills/activities observed | PC and Range covered |
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| Knowledge and Understanding apparent from this observation |
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| Other Units/Elements to which this evidence may contribute |
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| Assessor comments and feedback to candidate |
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I can confirm the candidate’s performance was satisfactory.

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| **Assessor’s signature** |  | **Date** |  |

### Witness testimony

|  |  |
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| **SVQ title and level** |  |
| **Candidate’s name** |  |
| **Evidence index no** |  |
| **Where applicable, evidence**  **number to which this testimony**  **relates** |  |
| **Element(s)** |  |
| **Range** |  |
| **Date of evidence** |  |
| **Witness name** |  |
| **Designation/relationship to** **candidate** |  |
| **Details of testimony** |  |

I can confirm the candidate’s performance was satisfactory.

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| **Witness signature** |  | **Date** |  |

**Witness** (please tick the appropriate box)**:**

Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications

Is familiar with the SVQ standards to which the candidate is working

### Record of questions and candidate’s answers

|  |  |  |  |  |  |
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| **Unit** | | |  | | |
| **Element(s)** | | |  | | |
| **Evidence index number** | | |  | | |
| **Circumstances of assessment** | | | | | |
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| **List of questions and candidate’s responses** | | | | | |
| Q |  | | | | |
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| Q |  | | | | |
| A |  | | | | |
| **Assessor’s signature** | | |  | | **Date** |  |
|  | | |  | |  |  |
| **Candidate’s signature** | | |  | | **Date** |  |