



# **Candidate Guidance and Portfolio for the SVQ2 Roofing Occupations (Construction) SCQF level 5 and SVQ3 Roofing Occupations (Construction) SCQF level 6**

## **Award Codes: GF1W 22 and GF1X 23**

**Candidate name:**

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### **Note**

**The National Occupational Standards which form the basis of this award were developed by ConstructionSkills. This document is for candidate use only and should not be used as a substitute for the National Occupational Standards.**

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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 Roofing Occupations (Construction) 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:

<b>Units and Elements</b>	<b>Units</b> define the broad functions carried out in your particular job and are made up of a number of <b>Elements</b> . Each <b>Element</b> describes a specific work activity which you have to perform and may relate to skills or to the demonstration of Knowledge and Understanding.
<b>Performance Criteria</b>	The level and quality of how you should carry out these activities is determined by a number of statements called <b>Performance Criteria</b> . <b>Performance Criteria</b> are used to judge your competence.
<b>Range/Scope Statements</b>	A <b>Range Statement</b> 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. <b>Range Statements</b> are also called <b>Scope</b> in some National Occupational Standards.
<b>Evidence Requirements</b>	The <b>Evidence Requirements</b> 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.
<b>Knowledge and Understanding</b>	The section on <b>Knowledge and Understanding</b> 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

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

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

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

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

#### Performance Criteria

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

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.

	<b>Who are they?</b>	<b>What is their role?</b>
<b>Candidates</b>	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).
<b>Assessors*</b>	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.
<b>Internal verifiers</b>	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.
<b>Approved centres</b>	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?
<b>External Verifiers*</b>	Individuals appointed by the awarding body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ.	<p>Check the quality and consistency of assessments, both within and between centres, by systematic sampling.</p> <p>Make regular visits to centres to ensure they still meet the criteria to deliver SVQs.</p>

\* 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

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

## 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:

<b>Title page</b>
<b>Contents checklist</b>
<b>Personal profile</b>
<b>Unit progress record</b>
<b>Completed Element achievement records</b>
<b>Index of evidence</b>
<b>Pieces of evidence</b>
<b>Glossary of terms</b>
<b>Standards</b>

## 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
<b>Title page for the portfolio</b>		
<b>Personal profile</b>		
Your own personal details		
A brief CV or career profile		
A description of your job		
Information about your employer/training provider/college		
<b>Unit assessment plans</b>		
<b>Unit progress record</b>		
<b>Completed Element achievement records for each Unit</b>		
Signed by yourself, your assessor and the internal verifier (where relevant)		
Evidence reference numbers included		
<b>Index of evidence (with cross-referencing information completed)</b>		
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 record is 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

<b>Qualification and level</b>	Using IT at level 3
<b>Candidate's name</b>	Anne Thomas

To achieve the whole qualification, you must complete all **mandatory** and **optional** Units.

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

**Unit checklist** — circle the reference numbers as you complete them.

<b>Mandatory</b>	206	301	302	303	308				
<b>Optional</b>	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	<i>P. Jones</i>		28/4/2000
	302	Maintain the Software Environment	<i>P. Jones</i>		28/4/2000
	303	Develop and maintain the effectiveness of the IT working environment	<i>P. Jones</i>		8/4/2000
	308	Develop your own effectiveness and			

This section of the form is for your assessor to sign each time you successfully achieve a Unit.

### 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	Record of Questions & Answers	✓	✓	✓		✓				✓	✓	✓						
6	Log of Configuration Details							✓	✓	✓		✓						

These numbers relate to your Evidence Index and will allow your assessor to find your evidence easily.

Give a brief description of the evidence you are offering for assessment against each Performance Criterion, Range and piece of Knowledge and Understanding.

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.

Candidates should enter which areas of Knowledge and Understanding that piece of evidence covers.

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	<p>Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio.</p> <p>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.</p>	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

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

<b>Knowledge and understanding apparent from this observation</b>
<i>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.</i>

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

<b>Assessor comments and feedback to candidate</b>

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

<b>SVQ title and level</b>	Using IT level 3
<b>Candidate's name</b>	Anne Thomas
<b>Evidence index no</b>	4
<b>Where applicable, evidence number to which this testimony relates</b>	
<b>Element(s)</b>	301.2
<b>Range</b>	1
<b>Date of evidence</b>	8/4/2000
<b>Witness name</b>	Ian Cummings
<b>Designation/relationship to candidate</b>	Line manager
<b>Details of testimony</b>	<i>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>

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

<b>Unit</b>	301 Select and enable IT for use
<b>Element(s)</b>	1
<b>Evidence index number</b>	5
<b>Circumstances of assessment</b>	
<p><i>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.</i></p>	
<b>List of questions and candidate's responses</b>	
Q	If a member of staff asked you for a particular piece of equipment, what procedures would you follow?
A	<i>I would ensure that a hardware requisition form has been filled out with the rationale 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.</i>
Q	You discover that a member of staff has installed a piece of software on their workstation PC. What do you do?
A	<i>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.</i>

**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

<b>Qualification and level</b>	SVQ2 Roofing Occupations (Construction) SCQF level 5
<b>Candidate's name</b>	

To achieve the whole qualification, you must prove competence in all **3 mandatory** Units plus any **1 optional** Route.

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.

<b>Mandatory</b>								
<b>Optional</b>								

### Mandatory Units — all Units should be completed

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
FN2J 04	VR 641	Conform to General Workplace Health, Safety and Welfare			
FW0J 04	VR 642	Conform to Productive Work Practices			
FN2V 04	VR 643	Move, Handle or Store Resources			

### Plus one of the following optional routes

#### Route 1 — Roof Tiler option route (3 Units required)

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
DY1C 04	VR 272	Install Roofing Backgrounds and Components			
DY1M 04	VR 273	Install Pre-formed Weathering Flashings to Roofs			
DY22 04	VR 274	Install Single-lap Roof Coverings to a Variable Gauge			
DY1H 04	VR 275	Install Plain Tile Roof Coverings			

**Route 1 — Roof Slater option route (3 Units required)**

<b>SQA Unit Number</b>	<b>SSC Unit Number</b>	<b>Title</b>	<b>Assessor</b>	<b>Internal Verifier</b>	<b>Date</b>
DY1C 04	VR 272	Install Roofing Backgrounds and Components			
DY1M 04	VR 273	Install Pre-formed Weathering Flashings to Roofs			
DY28 04	VR 276	Install Regular Sized Natural Roof Slate to Standard Roof Details			

**Route 1 — Roof Slater and Tiler option route (3 Units required)**

<b>SQA Unit Number</b>	<b>SSC Unit Number</b>	<b>Title</b>	<b>Assessor</b>	<b>Internal Verifier</b>	<b>Date</b>
DY1C 04	VR 272	Install Roofing Backgrounds and Components			
DY1M 04	VR 273	Install Pre-formed Weathering Flashings to Roofs			
DY22 04	VR 274	Install Single-lap Roof Coverings to a Variable Gauge			
DY1H 04	VR 275	Install Plain Tile Roof Coverings			
DY28 04	VR 276	Install Regular Sized Natural Roof Slate to Standard Roof Details			

## Optional Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
DY92 04	VR 67	Produce External Solid Render Finishes			
DY09 04	VR 277	Install Double-lap Artificial Roof Slates			
F010 04	VR 280	Strip and Reclaim Pitched Roof Coverings			
DY2C 04	VR 281	Install Components for Warm Roof Construction			
DY1X 04	VR 282	Install Single-lap Roof Coverings to a Fixed Gauge			
DY30 04	VR 283	Install Wood Shingle Roof Coverings			
DY0E 04	VR 284	Install Double-lap Concrete Roof Slates			
DY0C 04	VR 285	Install Double-lap Artificial Roof Slates (Diamond Pattern)			
DY1A 04	VR 298	Install Natural Roof Slates to Complex and Non-standard Roof Formations			

## Route 2 — Mandatory Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
H0XM 04	VR 326	Prepare Resources for Hard and Soft Metal Roofing and Weathering			
H0XN 04	VR 327	Install Metal Roofing and Weathering to the Substrate			

## Optional Units (any one Unit from the following)

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
H0XP 04	VR 328	Repair and Maintain Metal Roofing and Weathering			
H0XR 04	VR 329	Produce Decorative Metal Roofing and Weathering Details			

### Additional extras

<b>SQA Unit Number</b>	<b>SSC Unit Number</b>	<b>Title</b>	<b>Assessor</b>	<b>Internal Verifier</b>	<b>Date</b>
DY92 04	VR 67	Produce External Solid Render Finishes			
DY2C 04	VR 281	Install Components for Warm Roof Construction			

## Unit progress record

<b>Qualification and level</b>	SVQ3 Roofing Occupations (Construction) SCQF level 6
<b>Candidate's name</b>	

To achieve the whole qualification, you must prove competence in all **5 mandatory** Units plus any **1 optional** Route.

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.

<b>Mandatory</b>								
<b>Optional</b>								

### Mandatory Units — all Units should be completed

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
F7A9 04	VR 209	Confirm Work Activities and Resources for the Work			
F7AA 04	VR 210	Develop and Maintain Good Working Relationships			
F7AB 04	VR 211	Confirm the Occupational Method of Work			
FN2J 04	VR 641	Conform to General Workplace Health, Safety and Welfare			
B664 04		Integrative Assessment in the Construction Industry			



**Plus one of the following optional routes**

**Roof Slater option route (6 Units required)**

**Mandatory Units**

<b>SQA Unit Number</b>	<b>SSC Unit Number</b>	<b>Title</b>	<b>Assessor</b>	<b>Internal Verifier</b>	<b>Date</b>
DY1C 04	VR 272	Install Roofing Backgrounds and Components			
DY1M 04	VR 273	Install Pre-formed Weathering Flashings to Roofs			
DY09 04	VR 277	Install Double-lap Artificial Roof Slates			
DY24 04	VR 278	Install Regular Sized Natural Roof Slate to Advanced Roof Details			
DY21 04	VR 279	Install Random Roof Slates to Diminishing Margins			
F010 04	VR 280	Strip and Reclaim Pitched Roof Coverings			

**Roof Slater and Tiler option route (6 Units required)**

<b>SQA Unit Number</b>	<b>SSC Unit Number</b>	<b>Title</b>	<b>Assessor</b>	<b>Internal Verifier</b>	<b>Date</b>
DY1C 04	VR 272	Install Roofing Backgrounds and Components			
DY1M 04	VR 273	Install Pre-formed Weathering Flashings to Roofs			
DY22 04	VR 274	Install Single-lap Roof Coverings to a Variable Gauge			
DY1H 04	VR 275	Install Plain Tile Roof Coverings			
DY09 04	VR 277	Install Double-lap Artificial Roof Slates			
DY24 04	VR 276	Install Regular Sized Natural Roof Slate to Standard Roof Details			
DY21 04	VR 279	Install Random Roof Slates to Diminishing Margins			
F010 04	VR 280	Strip and Reclaim Pitched Roof Coverings			

## Optional Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
DY92 04	VR 67	Produce External Solid Render Finishes			
DY2C 04	VR 281	Install Components for Warm Roof Construction			
DY1X 04	VR 282	Install Single-lap Roof Coverings to a Fixed Gauge			
DY30 04	VR 283	Install Wood Shingle Roof Coverings			
DY0E 04	VR 284	Install Double-lap Concrete Roof Slates			
DY0C 04	VR 285	Install Double-lap Artificial Roof Slates (Diamond Pattern)			
DY1F 04	VR 286	Install Plain Roof Tiles to Complex and Non-standard Roof Formations			
DY19 04	VR 287	Fabricate and Install Weathering Leadwork to Roofs			
DY1A 04	VR 298	Install Natural Roof Slates to Complex and Non-standard Roof Formations			

## Glossary of terms

<b>Advisor</b>	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.
<b>Assessment</b>	The process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria.
<b>Authentication</b>	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.
<b>Candidate</b>	The person enrolling for an SQA qualification.
<b>Centre</b>	The college, training organisation or workplace where SQA qualifications are delivered and assessed.
<b>Element of competence</b>	Statements which define the products of learning. The statements 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).
<b>Evidence</b>	Materials the candidate has to provide as proof of his or her competence against specified Performance Criteria.
<b>Evidence Requirements</b>	Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the Performance Criteria.
<b>External Verifier</b>	The person appointed by the SQA who is responsible for the quality assurance of a centre's provision. An External Verifier is often appointed on a subject area basis or for cognate groups of Units.
<b>Instrument of Assessment</b>	A means of generating evidence of the candidate's performance.
<b>Internal verifier</b>	The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.
<b>Observation</b>	A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes.

<b>Outcome</b>	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).
<b>Performance Criteria</b>	Statements which describe the standard to which candidates must perform the activities which are stated in the Outcome.
<b>Portfolio</b>	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.
<b>Product evaluation</b>	A means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated.
<b>Range/Scope</b>	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 Roofing Occupations (Construction) 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

- K1 what and why health, safety and welfare legislation is relevant to the occupational area
- K2 what health, safety and welfare legislation **notices and warning signs** are relevant to the occupational area and associated equipment
- K3 how to comply with control measures identified by risk assessments and safe systems of work
- K4 why, when and how **health and safety control equipment** should be used

#### Performance Criteria 2

##### Recognition of hazards

- K5 the **hazards** associated with the work environment
- K6 how changing circumstances can create **hazards**
- K7 the method of **reporting** hazards in the workplace

#### Performance Criteria 3

##### Organisational policies and procedures

- K8 what the organisational **policies and procedures** are for health, safety and welfare
- K9 how to take active **responsibility** for health, safety and welfare
- K10 how individual actions and behaviour may affect others
- K11 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, CO<sub>2</sub>, 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**

No	Description of Evidence	Performance Criteria				Scope/range relating to Performance Criteria					
		1	2	3	4	1	2	3	4	5	6

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

No	Description of Evidence	Knowledge and Understanding												Scope/range relating to Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	1	2	3	4	5	6	7	8

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

Notes/Comments

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

**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

### 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

### 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**

No	Description of Evidence	Performance Criteria			Scope/range relating to Performance Criteria					
		1	2	3	1	2	3	4	5	6



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

No	Description of Evidence	Knowledge and Understanding							Scope/range relating to Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	1	2	3	4	5	6	7	8

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

Notes/Comments

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

**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

### 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

### 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
- K4 how to obtain information to use and store lifting aids and equipment

#### 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 tools, equipment and personal belongings
- K9 what the accident reporting procedures are and who is responsible for making the report
- K10 why, when and how **health and safety control equipment** should be used

### Knowledge and Understanding (cont)

#### Performance Criteria 3

##### Selection of resources

- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K12 how the **resources** should be handled and how any **problems** associated with the **resources** are reported
- K13 the organisational procedures to select **resources**, why they have been developed and how they are used
- K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

#### Performance Criteria 4

##### Prevent damage

- K15 how to **protect work** from damage and the purpose of protection
- K16 why **disposal of waste** should be carried out safely and how it is achieved

#### Performance Criteria 5

##### Comply with occupational resource information

- K17 how **methods of work**, to meet the specification, are carried out and **problems** reported

#### Performance Criteria 6

##### Allocated time

- K18 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

### 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, CO<sub>2</sub>, 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**

### **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**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria								
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9



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

		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	

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

No	Description of Evidence	Scope/range relating to Knowledge and Understanding														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

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

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR272 (DY1C 04)    Install Roofing Backgrounds and Components**

### **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 installing underlay, battens, counter-battens, eaves ventilation systems, fire-stops and ancillary components to form roofing backgrounds for new and/or re-roof work

### **Key words**

Underlay; Roofing-battens; Counter-battens; Undercloak; Fire-breaks; Valley-liners; Hip-irons; Roofer; Valleys; Ventilation

## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, cut, mark out, fit, position and secure
- 9 use and maintain hand tools and ancillary equipment
- 10 install roofing backgrounds and components to roofs with verges, hips, ridges and valleys and abutments to given working instructions for
  - 10.1 underlay, battens and counter battens
  - 10.2 sand and cement
  - 10.3 undercloaks
  - 10.4 eaves ventilation systems
  - 10.5 fire-stops
  - 10.6 ancillary components
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 fix underlay, battens and counter-battens
  - 7.2 fix undercloak and verge clips
  - 7.3 mix sand and cement for roof work
  - 7.4 mix mortar with additives
  - 7.5 install valley liners and hip irons
  - 7.6 install eaves ventilation systems
  - 7.7 form fire-breaks
  - 7.8 use hand tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 underlay, battens, counter-battens, undercloak, verge clips, eave ventilation systems, hip irons, valley liners, sand, cement and additives
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install roofing backgrounds and components

#### **Security procedures**

- 17 site, company and operative



**UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	

**UNIT VR272 (DY1C 04)    Install Roofing Backgrounds and Components**

		<b>Knowledge and Understanding</b>																
<b>No</b>	<b>Description of Evidence</b>	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR272 (DY1C 04)    Install Roofing Backgrounds and Components**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 receiving and installing pre-formed lead and/or proprietary flashings to chimneys, abutments, junctions, valleys and pipes for new and/or re-roof work

### **Key words**

Pre-formed-weathering; Flashings; Lead-soakers; Valley liners; Pre-form-aprons; Saddles; Back-gutters; Pipe-flashings; Single-lap; Double-lap; Dress-flashings

## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 contractor's working instructions related to the work to be carried out
- 2 safe use of personal protective equipment (PPE) (with emphasis on lead work) 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 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 legislation
- 8 demonstration of work skills to fit, position, secure, dress, point and finish
- 9 use and maintain hand tools and ancillary equipment
- 10 install pre-formed lead and/or proprietary valleys and flashings to single- and double-lap roof coverings to given working instructions for
  - 10.1 chimneys
  - 10.2 abutments
  - 10.3 soil and/or vent pipes
  - 10.4 junction saddles
  - 10.5 valleys
  - 10.6 openings
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 cut, fit and place lead soakers
  - 7.2 install pre-formed step flashings
  - 7.3 install valley liners and saddles
  - 7.4 install pre-formed lead aprons, back gutters and pipe flashings
  - 7.5 install flashings to openings
  - 7.6 dress flashings
  - 7.7 work with lead and other hazardous materials
  - 7.8 install proprietary flashings and weatherings
  - 7.9 use hand tools and equipment
  - 7.10 work at height
  - 7.11 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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



## **UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 pre-formed lead flashings, proprietary flashings
  - 15.2 patination oils
  - 15.3 pointing materials
  - 15.4 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity and length associated with the method/procedure to install roof weathering flashings

#### **Security procedures**

- 17 site, company and operative

**UNIT VR273 (DY1M 04)    Install Pre-formed Weathering Flashings to Roofs**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	

**UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR274 (DY22 04)    Install Single-lap Roof Coverings to a Variable Gauge**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing single-lap roof coverings to variable gauge for new and/or re-roof work

### **Key words**

Rofer; Variable gauge; Slates; Tiles; Roofing battens; Dry fix systems; Tiles; Ridge tiles; Hip-tiles; Eaves; Verges; Abutments; Valleys Artificial slates

## UNIT VR274 (DY22 04) Install Single-lap Roof Coverings to a Variable Gauge

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, single-lap roof tiles and/or single-lap artificial slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 valleys
  - 10.2 eaves
  - 10.3 abutments
  - 10.4 openings
  - 10.5 sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR274 (DY22 04) Install Single-lap Roof Coverings to a Variable Gauge

### 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 VR274 (DY22 04) Install Single-lap Roof Coverings to a Variable Gauge

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens, tiles, artificial single-lap slates and components
  - 7.3 install tiles, artificial slates, components to eaves, verges, ridge, hips, valleys, openings, abutments and general areas
  - 7.4 mix sand and cement
  - 7.5 mix mortar with additives
  - 7.6 unobtrusively include reclaimed materials
  - 7.7 form dry and/or wet fix finishing details
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR274 (DY22 04)    Install Single-lap Roof Coverings to a Variable Gauge**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 single-lap tiles, single-lap artificial slates, battens, fittings, fixings, ridge and hip tiles, dry fix systems, mortar, ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install single-lap roof coverings to a variable gauge

#### **Security procedures**

- 17 site, company and operative

## UNIT VR274 (DY22 04)    Install Single-lap Roof Coverings to a Variable Gauge

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	

### UNIT VR274 (DY22 04)    Install Single-lap Roof Coverings to a Variable Gauge

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR274 (DY22 04)    Install Single-lap Roof Coverings to a Variable Gauge**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR274 (DY22 04) Install Single-lap Roof Coverings to a Variable Gauge

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR275 (DY1H 04)    Install Plain Tile Roof Coverings**

### **Unit Summary**

This standard is about:

- 1    interpreting information
- 2    adopting safe and healthy working practices
- 3    selecting materials, components and equipment
- 4    installing plain tiles to pitched and vertical areas for new and/or re-roof work

### **Key words**

Fix tiles; Pitched roof; Form eaves; Form-ridge; Form-verges; Re-roofing; New-roofs; Abutments; Top-course; Valleys; Dry-fix systems

## UNIT VR275 (DY1H 04) Install Plain Tile Roof Coverings

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, plain roof tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 valleys
  - 10.2 eaves and tops course
  - 10.3 abutments
  - 10.4 openings
  - 10.5 sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips
  - 10.6 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client



## UNIT VR275 (DY1H 04) Install Plain Tile Roof Coverings

### 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 VR275 (DY1H 04) Install Plain Tile Roof Coverings

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out for battens, tiles and components
  - 7.3 install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.4 mix sand and cement
  - 7.5 mix mortar with additives
  - 7.6 unobtrusively include reclaimed materials
  - 7.7 form dry and/or wet fix finishing details
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR275 (DY1H 04)    Install Plain Tile Roof Coverings**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 plain tiles, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install plain tile roof coverings

#### **Security procedures**

- 17 site, company and operative



## UNIT VR275 (DY1H 04) Install Plain Tile Roof Coverings

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR275 (DY1H 04)    Install Plain Tile Roof Coverings**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR275 (DY1H 04) Install Plain Tile Roof Coverings

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR276 (DY28 04)    Install Regular Sized Natural Roof Slate to Standard Roof Details**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing regular sized natural slate roof coverings to pitched areas for new and/or re-roof work

### **Key words**

Hole slates; Soakers; Pitch-roof; Set-out; Battens; Ridged-hips; Open-valleys; Verges; Slate-eaves; Ventilation-systems; Abutments; Top-course; Vertical-tiling



## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, grade, size and hole, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, regular sized natural roof slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 ridged hips
  - 10.3 open valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out for battens, slates and components
  - 7.3 determine lap details for imperial and metric slates
  - 7.4 hole, grade and cut
  - 7.5 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.6 form ridged hips and open valleys
  - 7.7 mix sand and cement
  - 7.8 mix mortar with additives
  - 7.9 unobtrusively include reclaimed materials
  - 7.10 form dry and/or wet fix finishing details
  - 7.11 use hand tools, power tools and ancillary equipment
  - 7.12 work at height
  - 7.13 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR276 (DY28 04)    Install Regular Sized Natural Roof Slate to Standard Roof Details**

### **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 work schedules/diaries, 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 plain tiles, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install plain tile roof coverings

#### **Security procedures**

- 17 site, company and operative

**UNIT VR276 (DY28 04)    Install Regular Sized Natural Roof Slate to Standard Roof Details**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria												
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11		

## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_



## **UNIT VR67 (DY92 04)      Produce External Solid Render Finishes**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials and equipment
- 4 preparing materials and applying render to external backgrounds

### **Key words**

Renders; Bellcasts; Multiple-coat; Mixing renders; Expanded metal lath; Expansion-joints; Applying-renders; Internal-angles; External-angles

## UNIT VR67 (DY92 04) Produce External Solid Render Finishes

### 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 and manufacturers' information 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 materials, tools and equipment
- 4 selection of resources associated with own work
  - 4.1 materials
  - 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 legislation
- 8 demonstration of work skills to measure, mark out, mix, apply and finish
- 9 use and maintain hand tools, portable power tools and ancillary equipment
- 10 prepare materials and apply render to external backgrounds to given working instructions relating to the following
  - 10.1 brick and/or block and/or concrete surfaces
  - 10.2 bellcasts
  - 10.3 internal and external angles
  - 10.4 reveals
  - 10.5 walls
  - 10.6 installation of expanded metal lath (EML)
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR67 (DY92 04) Produce External Solid Render Finishes

### 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 VR67 (DY92 04) Produce External Solid Render Finishes

### 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, manufacturers' information and regulations governing buildings

#### 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, at height, 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 prepare backgrounds
  - 7.2 apply and finish multiple coat render to external walls
  - 7.3 form internal and external angles, reveals, expansion joints and bellcasts
  - 7.4 position and secure expanded metal lath (EML)
  - 7.5 mix rendering
  - 7.6 use hand tools, power tools and equipment
  - 7.7 work at height
- 8 team work and communication
- 9 needs of other occupations associated with rendering

#### 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 VR67 (DY92 04)      Produce External Solid Render Finishes**

### **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 renders, sands, limes, cement and additives
  - 15.2 bellcasts and beads
  - 15.3 expanded metal lath (EML)
  - 15.4 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce external solid render finishes

#### **Security procedures**

- 17 site, workplace, company and operative

# UNIT VR67 (DY92 04)      Produce External Solid Render Finishes

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR67 (DY92 04)**

**Produce External Solid Render Finishes**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR67 (DY92 04)      Produce External Solid Render Finishes**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17



**UNIT VR67 (DY92 04)      Produce External Solid Render Finishes**

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR277 (DY09 04)    Install Double-lap Artificial Roof Slates**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing double-lap artificial slate roof coverings for new and/or re-roof work

### **Key words**

Under-eaves; Verges; Top course; Roofing-battens; Ridge; Hips; Valleys; Abutments; Ventilation-systems

## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap artificial slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 install undereaves, eaves and tops course
  - 7.3 set out battens, slates and components
  - 7.4 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 unobtrusively include reclaimed materials
  - 7.8 apply bonding agents
  - 7.9 form dry and/or wet fix finishing details
  - 7.10 use hand tools, power tools and equipment
  - 7.11 work at height
  - 7.12 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 work schedules/diaries, 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 double-lap artificial slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems, bonding agents
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap artificial roof slates

### Scope/range relating to Knowledge and Understanding (cont)

#### Security procedures

- 17 site, company and operative

**UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	

**UNIT VR277 (DY09 04)    Install Double-lap Artificial Roof Slates**

		<b>Knowledge and Understanding</b>																
<b>No</b>	<b>Description of Evidence</b>	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17





## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 removing and/or reclaiming existing roof coverings for immediate and/or future use and disposing of unsuitable materials
- 5 preparing surfaces for re-roofing

### **Key words**

Stripping-slates; Reclaiming-tiles; Reclaiming roof-coverings; Tiles; Slates; Shingles; Asbestos-cement; Stone-slates; Concrete-slate; Natural-slates

## UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 contractor's working instructions 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 and/or handle asbestos materials and/or ancillary products, 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 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 consultation with client regarding protection of property and grounds
- 9 storage of reclaimed materials for future use
- 10 demonstration of work skills to remove, reclaim, de-nail and clean
- 11 use and maintain hand tools and ancillary equipment
- 12 remove, reclaim and/or dispose of weathering materials and ancillary components from standard and/or non-standard/complex roof formations to given working instructions, plus any two from the following
  - 12.1 natural slates; plain tiles; single-lap tiles (variable gauge); single-lap tiles (fixed gauge); stone slates; concrete slates; double-lap artificial slates (fibre/asbestos cement); shingles
- 13 prepare surface and materials in accordance with given working instructions ready for re-roofing
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 contractor's working instructions, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 remove existing roof coverings
  - 7.2 reclaim reusable tiles and natural slates, shingles, stone and weathering appropriate to the covering
  - 7.3 assess the suitability of materials to be reclaimed
  - 7.4 determine sizes of imperial and metric slates
  - 7.5 handle asbestos and/or ancillary materials
  - 7.6 stack/store materials for reuse
  - 7.7 use hand tools and equipment
  - 7.8 work at height
  - 7.9 use access equipment
- 8 converse with clients regarding procedures for carrying out the work and protecting property and the surrounding area
- 9 team work and communication
- 10 needs of other occupations associated with stripping and reclaiming pitched roof coverings

#### 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

## **UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

### **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 types, quantity, quality and sizes of standard and/or specialist
  - 16.1 hand tools and ancillary equipment
- 17 methods of calculating quantity associated with the method/procedure to strip existing pitched roof coverings

#### **Security procedures**

- 18 site, company and operative





**UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

		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

**UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR281 (DY2C 04)    Install Components for Warm Roof Construction**

### **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 installing underlay, battens, counter-battens, ventilation systems, rafter level insulation, ceiling level insulation, supporting timbers and ancillary components to form roofing backgrounds for new and/or re-roof work

### **Key words**

Fixing-underlay; Counter-battens; Quilt and rigid insulation; Batten-stops; Vapour-control; Ridges; Pitch-roof; Ventilation-systems

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, cut, mark out, fit, position and secure
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install warm and cold roof components to roofs with ridges, verges, hips and valleys and abutments to given working instructions for the following
  - 10.1 underlay, battens and counter-battens
  - 10.2 ventilation systems
  - 10.3 rafter level insulation
  - 10.4 ceiling level insulation
  - 10.5 access hatch insulation
  - 10.6 batten stops
  - 10.7 supporting timbers (valleys, hips, ridges, abutments and openings)
  - 10.8 ancillary components
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing building

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and ancillary equipment

#### 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 fix underlay to roof design, battens and counter-battens
  - 7.2 install ventilation systems
  - 7.3 install rafter level insulation
  - 7.4 install ceiling level insulation
  - 7.5 install access hatch insulation
  - 7.6 remove ineffective insulation from roof area
  - 7.7 check and maintain adequate ventilation
  - 7.8 install batten stops
  - 7.9 install supporting timber at hips, valleys, ridges, abutments and openings
  - 7.10 install vapour control layers
  - 7.11 use hand tools and ancillary equipment
  - 7.12 work at height
  - 7.13 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction**

### **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 work schedules/diaries, 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 underlays, battens, counter-battens, quilt and rigid insulation, ventilation systems, timber and batten stops
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install warm and cold roof components

#### **Security procedures**

- 17 site, workplace, company and operative



**UNIT VR281 (DY2C 04)    Install Components for Warm Roof Construction**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR281 (DY2C 04)    Install Components for Warm Roof Construction**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing single-lap roof coverings to a fixed gauge for new and/or re-roof work

### **Key words**

Tiles; Roofing; Roofing-battens; Ridge; Valleys; Tile-verges; Tile-hips; Re-roof; Tiler; Abutments; Reclaim-tiles; Dry-fix systems

## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, single-lap fixed gauge roof tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens, tiles and components
  - 7.3 install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, and general areas
  - 7.4 unobtrusively include reclaimed materials
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 form dry and/or wet fix finishing details
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations



## **UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

### **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 work schedules/diaries, 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 single-lap fixed gauge tiles, fittings, fixings, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install single-lap roof coverings to a fixed gauge

#### **Security procedures**

- 17 site, company and operative

**UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings**

### **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 installing wood shingles for new and/or re-roof work

### **Key words**

Shingles: Pitch-roof; Ridge; Verge; Vertical-areas; Pre-formed hips

## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, position, secure and finish
- 9 use and maintain hand tools and ancillary equipment
- 10 install battens, wood shingles and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges
  - 10.2 ridges
  - 10.3 hips
  - 10.4 valleys
  - 10.5 eaves
  - 10.6 abutments
  - 10.7 openings
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens
  - 7.3 install wood shingles to eaves, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
  - 7.4 install pre-formed ridge/hip units
  - 7.5 use hand tools and equipment
  - 7.6 work at height
  - 7.7 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings**

### **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 work schedules/diaries, 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 wood shingles, pre-formed hip and ridge units, vents, battens, fixings and ancillary items
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install wood shingle roof coverings

#### **Security procedures**

- 17 site, company and operative

### UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

### **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 installing double-lap concrete slates for new and/or re-roof work

### **Key words**

Roofing-battens; Regular-courses; Verges; Diminished-courses; Dry-fix; Soakers; Hips; Pitch-roofs

## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap concrete roof slates and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client



## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens for regular and/or diminishing courses for slates and components
  - 7.3 install slates and compapplication of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work and materials used, tonents to eaves and tops course, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
  - 7.4 form dry and/or wet fix finishing details
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 use hand tools, power tools and equipment
  - 7.8 work at height
  - 7.9 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

### **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 work schedules/diaries, 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 concrete slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap concrete roof slates

#### **Security procedures**

- 17 site, company and operative

**UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR285 (DY0C 04)    Install Double-lap Artificial Roof Slates (Diamond Pattern)**

### **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 installing double-lap artificial slate roof coverings (diamond pattern) for new and/or re-roof work

### **Key words**

Roof-coverings; Pitch-roofs; Hips; Soakers; Roofing; Roofer; Dry-fix; Verges; Ridge



## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap artificial roof slates (diamond pattern) and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens, slates and components
  - 7.3 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.4 apply bonding agents
  - 7.5 form dry and/or wet fix finishing details
  - 7.6 mix sand and cement
  - 7.7 mix mortar with additives
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR285 (DY0C 04)    Install Double-lap Artificial Roof Slates (Diamond Pattern)**

### **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 work schedules/diaries, 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 fixings, soakers, ridge and hip tiles, dry fix systems, mortar, ventilation systems, bonding agents
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap artificial roof slates (diamond pattern)

#### **Security procedures**

- 17 site, company and operative

**UNIT VR285 (DY0C 04)    Install Double-lap Artificial Roof Slates (Diamond Pattern)**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)**

No	Description of Evidence	Knowledge and Understanding																	
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	

## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_



## **UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing roof for installation of solar collectors and reinstating the roof area after installation

### **Key words**

Collectors; Photo voltaic; Solar; Thermal

## UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs

### 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, risk assessments and manufacturers' information related to the work to be carried out
- 2 avoidance of risk by following 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
  - 2.4 safe use, storage and handling of materials
  - 2.5 safe use and storage of tools and equipment
- 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 remove, measure, mark out, cut, fit, fix, position, secure and replace
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 prepare for and install solar collectors to roof to given working instructions for at least one of the following
  - 9.1 integrated photo voltaic
  - 9.2 mounted photo voltaic
  - 9.3 integrated solar thermal
  - 9.4 mounted solar thermal
- 10 reinstate roof coverings
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs

### 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, when and how **health and safety control equipment** should be used

### Knowledge and Understanding (cont)

#### Performance Criteria 3

##### Selection of resources

- K9 the characteristics, quality, uses, sustainability, 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 VR298 (FW7N 04) Install Solar Collectors to Roofs

### 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, 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 work practices, procedures and skills, relating to the method/area of work and materials used, to
  - 8.1 assess the installation area
  - 8.2 check the direction the roof is facing
  - 8.3 remove or leave out waterproofing elements
  - 8.4 mark out for installation using given templates or dimensions
  - 8.5 prepare and weatherproof penetrations
  - 8.6 fix additional supports
  - 8.7 secure fixtures, fittings and collector
  - 8.8 reinstate roof covering including flashings
  - 8.9 install solar panels during construction and as retrofit to existing buildings
  - 8.10 use hand tools, power tools and equipment
  - 8.11 work at height
  - 8.12 use access equipment

## UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs

### Scope/range relating to Knowledge and Understanding (cont)

#### Methods of work (cont)

- 9 team work and communication
- 10 needs of other occupations associated with solar collector installation

#### 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 sustainability of standard and/or specialist
  - 15.1 solar collector installation kits
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install solar collectors

### Scope/range relating to Knowledge and Understanding (cont)

#### Security procedures

- 17 site, workplace, company and operative

**UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria												
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11		

**UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17



## UNIT VR298 (FW7N 04) Install Solar Collectors to Roofs

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing hard and soft metal roofing and weathering ready for installation

### **Key words**

Sheet-lead: Roofer; Profiling-edges

## UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering

### 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 and manufacturers' information 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 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 legislation
- 8 demonstration of work skills to measure, mark out, cut and profile
- 9 use and maintain hand tools, portable power tools and ancillary equipment (appropriate to the metal)
- 10 preparation for metal roofing and weathering to given working instructions for hard metals or lead
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering

### 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 VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering

### 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, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 prepare hard metal (cutting to length and profiling edges)
  - 7.2 prepare lead (cutting to length and shape)
  - 7.3 use hand tools, power tools and equipment
  - 7.4 work at height
  - 7.5 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with metal roofing and weathering

#### 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 VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering**

### **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 hard metal, lead
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to prepare resources for metal roofing and weathering

#### **Security procedures**

- 17 site, workplace, company and operative



**UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering**

		Knowledge and Understanding																
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17



**UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR326 (H0XM 04) Prepare Resources for Hard and Soft Metal Roofing and Weathering

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR327 (H0XN 04)    Install Metal Roofing and Weathering to the Substrate**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing hard and soft metal roofing and weathering to horizontal, vertical and inclined surfaces

### **Key words**

Lead-covering; Covered-parapets; Vertical-cladding; Metal-gutters; Pitched-roofs; Flat-roofs; Inclined-surfaces

## UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate

### 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 and manufacturers' information 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 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 legislation
- 8 demonstration of work skills to position, secure and joint
- 9 use and maintain hand tools, portable power tools and ancillary equipment (appropriate to the metal)
- 10 installation of metal roofing and weatherings to horizontal, vertical and inclined surfaces to given working instructions for hard metal or lead, relating to four of the following
  - 10.1 flat roofs; pitch roofs; vertical cladding; cornices; parapets; gutters
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate

### 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 VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate

### 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, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 prepare substrate or background to receive hard metal or lead
  - 7.2 install or fabricate hard metal or lead to vertical, horizontal and inclined surfaces and abutments relating to: flat roofs, pitched roofs, vertical cladding, cornices, parapets, gutters
  - 7.3 join and terminate hard metal or lead in width and length
  - 7.4 use hand tools, power tools and equipment
  - 7.5 work at height
  - 7.6 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with metal roofing and weathering

#### 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

## **UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate**

### **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 and sizes of standard and/or specialist
  - 15.1 hard metal, lead, fixings, finishings, ancillary items
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install metal roofing and weathering

#### **Security procedures**

- 17 site, workplace, company and operative

**UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11



**UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate**

		Knowledge and Understanding																	
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	

# UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR327 (H0XN 04) Install Metal Roofing and Weathering to the Substrate

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR328 (H0XP 04)    Repair and Maintain Metal Roofing and Weathering**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing hard and soft metal to repair and maintain horizontal, vertical and inclined roofing and weathering surfaces

### **Key words**

Lead-sheet; Roofer; Horizontal-surface; Vertical-surface; Drainage

## UNIT VR328 (H0XP 04) Repair and Maintain Metal Roofing and Weathering

### 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 and manufacturers' information 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 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 legislation
- 8 demonstration of work skills to measure, mark out, remove, cut, welt or dress, position, secure and joint
- 9 use and maintain hand tools, portable power tools and ancillary equipment (appropriate to the metal)
- 10 repair and maintain metal roofing and weathering to given working instructions by
  - 10.1 removing and replacing defective coverings/components
  - 10.2 installing hard metal or lead
  - 10.3 cleaning roofing or weathering
  - 10.4 removing blockages to ensure free drainage
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR328 (H0XP 04) Repair and Maintain Metal Roofing and Weathering

### 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 VR328 (H0XP 04) Repair and Maintain Metal Roofing and Weathering

### 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, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 remove, replace and repair hard metal or lead to horizontal, vertical and inclined surfaces
  - 7.2 visually inspect surfaces
  - 7.3 remove blockages for free drainage
  - 7.4 use hand tools, power tools and equipment
  - 7.5 work at height
  - 7.6 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with sheet roofing and weathering

#### 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

## **UNIT VR328 (H0XP 04)    Repair and Maintain Metal Roofing and Weathering**

### **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 and sizes of standard and/or specialist
  - 15.1 hard metal, lead, fixings, finishings, ancillary items
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to repair metal roofing and weathering

#### **Security procedures**

- 17 site, workplace, company and operative



**UNIT VR328 (H0XP 04)     Repair and Maintain Metal Roofing and Weathering**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

## UNIT VR328 (H0XP 04)    Repair and Maintain Metal Roofing and Weathering

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

## UNIT VR328 (H0XP 04)    Repair and Maintain Metal Roofing and Weathering

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR328 (H0XP 04) Repair and Maintain Metal Roofing and Weathering

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 producing decorative features in hard metal and/or lead

### **Key words**

Ornamental features; Rope effects; Lead scrolls; Casting; Embossing

## UNIT VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details

### 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 and manufacturers' information 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 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 legislation
- 8 demonstration of work skills to measure, mark out, cast, press, emboss, fit, finish, position, secure and joint
- 9 use and maintain hand tools, portable power tools and ancillary equipment (appropriate to the metal)
- 10 production of decorative hard metal and/or lead to given working instructions for ornamental features
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details

### 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 VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details

### 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, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 produce decorative hard metal and/or lead scrolls, rope effects, lettering and ornamental features by casting, embossing and pressing
  - 7.2 use hand tools, power tools and equipment
  - 7.3 work at height
  - 7.4 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with decorative hard metal and/or lead

#### 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 VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details**

### **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 hard metal, lead, casting sand, pressings, moulds, fixings, fittings
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce decorative hard metal and/or leadwork

#### **Security procedures**

- 17 site, workplace, company and operative

**UNIT VR329 (H0XR 04)    Produce Decorative Metal Roofing and Weathering Details**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11

**UNIT VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

**UNIT VR329 (H0XR 04)    Produce Decorative Metal Roofing and Weathering Details**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

## UNIT VR329 (H0XR 04) Produce Decorative Metal Roofing and Weathering Details

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Units for the SVQ3 Roofing Occupations (Construction) SCQF level 6**

## **UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work**

### **Unit Summary**

This standard, in the context of your occupation and work environment, is about:

- 1 identifying own work activities
- 2 adopting safe and healthy working practices
- 3 identifying resources to carry out the work
- 4 confirmation of a work programme/schedule for own occupational area of work being carried out

### **Key words**

Plan; Programme; Schedule; Record

## UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work

### Performance Criteria

You must be able to:

- 1 identify the work activities and assess the resources required from the information available and plan the sequence of work
- 2 obtain clarification and advice where the resources required are not available
- 3 evaluate the work activities against project requirements and the requirements of any significant external factors
- 4 identify work activities which influence each other and make the best use of the resources available
- 5 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

### Scope/range related to Performance Criteria

- 1 record(s) containing the resources required for the work relating to
  - 1.1 occupations associated with the work
  - 1.2 tools, plant and/or ancillary equipment
  - 1.3 materials and components
- 2 formulate your own plan for the sequence of work
- 3 record(s) which confirms and advises on what resources are, or are not, available for the work
- 4 record(s) covering project requirements
- 5 external factors influencing the work relating to
  - 5.1 other occupations and/or customers
  - 5.2 resources
  - 5.3 weather conditions
  - 5.4 health and safety requirements
- 6 record(s) covering activities that have an influence on each other and the best use of resources
  - 6.1 other occupations and/or customers
  - 6.2 materials and components
  - 6.3 tools, plant and/or ancillary equipment
- 7 record(s) of proposed alterations to the work and the circumstances to justify them
- 8 inform line management and/or customer of required changes



## UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work

### Knowledge and Understanding

You need to know and understand:

#### Performance Criteria 1

##### Sequence of work

- K1 how to identify the work activities
- K2 how to assess the **resources** needed from the information available
- K3 how to prepare a work **programme**

#### Performance Criteria 2

##### Clarification and advice on the resources

- K4 how to obtain **clarification and advice** where the **resources** required are not available

#### Performance Criteria 3

##### Project requirements and external factors

- K5 **evaluation** of the work activities against **project requirements** and the requirements of significant **external factors**

#### Performance Criteria 4

##### Work activities

- K6 how to identify which work activities influence each other
- K7 how to determine how long each work activity will take and the sequence of activities
- K8 how work activities and the use of resources can impact on zero and low carbon requirements

### Knowledge and Understanding (cont)

#### Performance Criteria 5

##### Alterations to the work programme

- K9 how to identify alterations to the work **programme** to meet changed circumstances
- K10 how to assess the contractual/work effects resulting from alterations to the work **programme**
- K11 how to justify to decision makers the effects resulting from alterations to the work **programme**

## UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work

### Scope/range relating to Knowledge and Understanding

#### Clarification and advice from

- 1 the customer/customer's representative
- 2 manufacturer's technical information
- 3 trade literature
- 4 organisational procedures **Hazards**

#### Evaluation

- 5 by work study
- 6 by risk assessment

#### External factors

- 7 other related programmes
- 8 special working conditions
- 9 weather conditions
- 10 other occupations/people
- 11 resources
- 12 health and safety requirements

#### Programme

- 13 documentation relating to the following and/or occupation specific requirements
  - 13.1 action lists
  - 13.2 method statements
  - 13.3 duration
  - 13.4 schedules

### Scope/range relating to Knowledge and Understanding (cont)

#### Project requirements

- 14 contract conditions
- 15 contract programme stipulations
- 16 health and safety requirements of operatives

#### Resources

- 17 other occupations/people associated with the work
- 18 tools, plant and/or ancillary equipment
- 19 materials and components
- 20 awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment

**UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work**

No	Description of Evidence	Performance Criteria					Scope/range relating to Performance Criteria							
		1	2	3	4	5	1	2	3	4	5	6	7	8

**UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work**

No	Description of Evidence	Knowledge and Understanding										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

**UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

## UNIT VR209 (F7A9 04) Confirm Work Activities and Resources for the Work

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR210 (F7AA 04)    Develop and Maintain Good Working Relationships**

### **Unit Summary**

This standard, in the context of your occupation and work environment, is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 working with, informing and supporting people
- 4 developing and maintaining good occupational working relationships

### **Key words**

Discussions; Advice; Outcomes; Goodwill; Trust; Equality; Diversity

## UNIT VR210 (F7AA 04) Develop and Maintain Good Working Relationships

### Performance Criteria

You must be able to:

- 1 develop, maintain and encourage working relationships to promote goodwill and trust
- 2 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency
- 3 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments
- 4 clarify the proposals with the relevant people and discuss alternative suggestions
- 5 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

### Scope/range related to Performance Criteria

- 1 record(s) of information on advice provided about occupational work activities and/or associated occupations
- 2 apply the principles of equality and diversity
- 3 record(s) of information and advice given about carrying out the work activities
  - 3.1 appropriate timescales
  - 3.2 health and safety requirements
  - 3.3 co-ordination of work procedures
- 4 record(s) of information and advice given about methods of occupational work activities to achieve the required outcome
- 5 outline notes of discussions relating to the occupational work activity and/or other occupations involved
- 6 outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work



## UNIT VR210 (F7AA 04) Develop and Maintain Good Working Relationships

### Knowledge and Understanding

You need to know and understand:

#### Performance Criteria 1 Working relationships

- K1 how to maintain and encourage **working relationships** to promote **goodwill and trust** with relevant **people**
- K2 how to develop **working relationships** to promote **goodwill and trust**
- K3 how to apply the principles of **equality and diversity**

#### Performance Criteria 2 Inform people

- K4 how to **inform** relevant **people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency

#### Performance Criteria 3 Offer advice

- K5 how to encourage questions, requests for clarification and comments
- K6 how to **offer advice** and help to **people** about **work activities**

#### Performance Criteria 4 Deal with alternative proposals

- K7 how to clarify alternative proposals with the relevant **people**
- K8 how to suggest alternative proposals

### Knowledge and Understanding (cont)

#### Performance Criteria 5 Resolve conflicts

- K9 how to resolve differences of opinion in ways which minimise offence and maintain **goodwill, trust** and respect

## UNIT VR210 (F7AA 04) Develop and Maintain Good Working Relationships

### Scope/range relating to Knowledge and Understanding

#### Equality and diversity

- 1 show consideration for the needs of individuals by applying the principles of equality and diversity

#### Goodwill and trust

- 2 keeping promises and undertakings
- 3 honest relationships
- 4 constructive relationships
- 5 co-operation and dialogue

#### Inform/offer advice

- 6 orally
- 7 in writing
- 8 using drawings/sketches

#### People

- 9 colleagues
- 10 employers
- 11 customers
- 12 contractors
- 13 suppliers of products and services
- 14 those affected by the work/project

#### Work activities

- 15 progress
- 16 results
- 17 achievements
- 18 occupational problems
- 19 occupational opportunities
- 20 health and safety requirements
- 21 co-ordinated work

### Scope/range relating to Knowledge and Understanding (cont)

#### Working relationships

- 22 formal
- 23 informal

**UNIT VR210 (F7AA 04)     Develop and Maintain Good Working Relationships**

No	Description of Evidence	Performance Criteria					Scope/range relating to Performance Criteria						
		1	2	3	4	5	1	2	3	4	5	6	

**UNIT VR210 (F7AA 04)    Develop and Maintain Good Working Relationships**

No	Description of Evidence	Knowledge and Understanding								
		K1	K2	K3	K4	K5	K6	K7	K8	K9

**UNIT VR210 (F7AA 04)    Develop and Maintain Good Working Relationships**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

## UNIT VR210 (F7AA 04) Develop and Maintain Good Working Relationships

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work**

### **Unit Summary**

This standard, in the context of your occupation and work environment, is about:

- 1 assessing project data to determine occupational work methods
- 2 adopting safe and healthy working practices
- 3 selecting the methods of work
- 4 confirming the methods of work to the relevant people associated with the occupation
- 5 sourcing additional information

### **Key words**

Communication; Regulations; Risk assessments; Programme; Zero/low carbon

## UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work

### Performance Criteria

You must be able to:

- 1 assess the available project data accurately to determine the occupational work method
- 2 obtain additional information from alternative sources in cases where the available project data is insufficient
- 3 identify work methods that will make the best use of resources and meet project, statutory and contractual requirements
- 4 confirm and communicate the selected work method to relevant personnel

### Scope/range related to Performance Criteria

- 1 interpret drawings, specifications, schedules, manufacturer's information, method of work, risk assessment and programme of work
- 2 outline notes on information obtained from alternative sources about the work to be carried out
- 3 record(s) of potential work methods to carry out the occupational work activity and meet health and safety requirements relating to technical and/or project criteria
- 4 outline notes for confirmation and communication on the selected occupational work method



## UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work

### Knowledge and Understanding

You need to know and understand:

#### Performance Criteria 1

##### Assessment of project data

- K1 how to summarise **project data**
- K2 how to assess the available **project data** and interpret the **work method**

#### Performance Criteria 2

##### Information sources for project data

- K3 how to obtain additional information from **alternative sources** when the available **project data** is insufficient

#### Performance Criteria 3

##### Identify work methods

- K4 how to identify **work methods** against **technical** and **project criteria** to make the best use of resources and meet project, statutory and contractual requirements
- K5 how methods of work can achieve zero or low carbon outcomes

#### Performance Criteria 4

##### Communicate the method of work

- K6 how to confirm and communicate the **work method** to relevant people
- K7 how to apply the principles of equality and diversity when communicating

## UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work

### Scope/range relating to Knowledge and Understanding

#### Alternative sources

- 1 the customer(s) or their representative
- 2 suppliers
- 3 regulatory authorities
- 4 manufacturer's literature

#### Communicate

- 5 listening, written, oral, visual and electronic
- 6 show consideration for the needs of individuals by applying the principles of equality and diversity

#### Project criteria

- 7 conformity to statutory requirements
- 8 customer and user needs
- 9 contract requirements in terms of time, quantity and quality
- 10 environmental considerations

#### Project data

- 11 quantities required
- 12 specifications
- 13 detailed drawings
- 14 health and safety requirements
- 15 timescales
- 16 scope of works

### Scope/range relating to Knowledge and Understanding (cont)

#### Technical criteria

- 17 materials
- 18 health, safety and welfare (principles of protection)
- 19 fire protection
- 20 access and egress
- 21 equipment availability
- 22 availability of competent workforce
- 23 pollution risk
- 24 waste and disposal
- 25 zero and low carbon outcomes
- 26 weather conditions

#### Work method

- 27 standard work procedures
- 28 sequence of work
- 29 organisation of resources (people, equipment, materials)
- 30 work techniques
- 31 working conditions (health, safety and welfare)
- 32 risk assessment

**UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work**

No	Description of Evidence	Performance Criteria				Scope/range relating to Performance Criteria			
		1	2	3	4	1	2	3	4

**UNIT VR211 (F7AB 04)    Confirm the Occupational Method of Work**

No	Description of Evidence	Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

**UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32					

## UNIT VR211 (F7AB 04) Confirm the Occupational Method of Work

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **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

- K1 what and why health, safety and welfare legislation is relevant to the occupational area
- K2 what health, safety and welfare legislation **notices and warning signs** are relevant to the occupational area and associated equipment
- K3 how to comply with control measures identified by risk assessments and safe systems of work
- K4 why, when and how **health and safety control equipment** should be used

#### Performance Criteria 2

##### Recognition of hazards

- K5 the **hazards** associated with the work environment
- K6 how changing circumstances can create **hazards**
- K7 the method of **reporting** hazards in the workplace

#### Performance Criteria 3

##### Organisational policies and procedures

- K8 what the organisational **policies and procedures** are for health, safety and welfare
- K9 how to take active **responsibility** for health, safety and welfare
- K10 how individual actions and behaviour may affect others
- K11 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, CO<sub>2</sub>, 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**

No	Description of Evidence	Performance Criteria				Scope/range relating to Performance Criteria						
		1	2	3	4	1	2	3	4	5	6	

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

No	Description of Evidence	Knowledge and Understanding												Scope/range relating to Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	1	2	3	4	5	6	7	8

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

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR272 (DY1C 04)    Install Roofing Backgrounds and Components**

### **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 installing underlay, battens, counter-battens, eaves ventilation systems, fire-stops and ancillary components to form roofing backgrounds for new and/or re-roof work

### **Key words**

Underlay; Roofing-battens; Counter-battens; Undercloak; Fire-breaks; Valley-liners; Hip-irons; Roofer; Valleys; Ventilation

## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, cut, mark out, fit, position and secure
- 9 use and maintain hand tools and ancillary equipment
- 10 install roofing backgrounds and components to roofs with verges, hips, ridges and valleys and abutments to given working instructions for
  - 10.1 underlay, battens and counter battens
  - 10.2 sand and cement
  - 10.3 undercloaks
  - 10.4 eaves ventilation systems
  - 10.5 fire-stops
  - 10.6 ancillary components
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 VR272 (DY1C 04) Install Roofing Backgrounds and Components

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 fix underlay, battens and counter-battens
  - 7.2 fix undercloak and verge clips
  - 7.3 mix sand and cement for roof work
  - 7.4 mix mortar with additives
  - 7.5 install valley liners and hip irons
  - 7.6 install eaves ventilation systems
  - 7.7 form fire-breaks
  - 7.8 use hand tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 underlay, battens, counter-battens, undercloak, verge clips, eave ventilation systems, hip irons, valley liners, sand, cement and additives
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install roofing backgrounds and components

#### **Security procedures**

- 17 site, company and operative

**UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	

**UNIT VR272 (DY1C 04)    Install Roofing Backgrounds and Components**

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17



## UNIT VR272 (DY1C 04) Install Roofing Backgrounds and Components

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 receiving and installing pre-formed lead and/or proprietary flashings to chimneys, abutments, junctions, valleys and pipes for new and/or re-roof work

### **Key words**

Pre-formed-weathering; Flashings; Lead-soakers; Valley liners; Pre-form-aprons; Saddles; Back-gutters; Pipe-flashings; Single-lap; Double-lap; Dress-flashings

## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 contractor's working instructions related to the work to be carried out
- 2 safe use of personal protective equipment (PPE) (with emphasis on lead work) 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 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 legislation
- 8 demonstration of work skills to fit, position, secure, dress, point and finish
- 9 use and maintain hand tools and ancillary equipment
- 10 install pre-formed lead and/or proprietary valleys and flashings to single- and double-lap roof coverings to given working instructions for
  - 10.1 chimneys
  - 10.2 abutments
  - 10.3 soil and/or vent pipes
  - 10.4 junction saddles
  - 10.5 valleys
  - 10.6 openings
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client



## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 cut, fit and place lead soakers
  - 7.2 install pre-formed step flashings
  - 7.3 install valley liners and saddles
  - 7.4 install pre-formed lead aprons, back gutters and pipe flashings
  - 7.5 install flashings to openings
  - 7.6 dress flashings
  - 7.7 work with lead and other hazardous materials
  - 7.8 install proprietary flashings and weatherings
  - 7.9 use hand tools and equipment
  - 7.10 work at height
  - 7.11 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 pre-formed lead flashings, proprietary flashings
  - 15.2 patination oils
  - 15.3 pointing materials
  - 15.4 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity and length associated with the method/procedure to install roof weathering flashings

#### **Security procedures**

- 17 site, company and operative



## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

No	Description of Evidence	Knowledge and Understanding																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17



## UNIT VR273 (DY1M 04) Install Pre-formed Weathering Flashings to Roofs

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR277 (DY09 04)    Install Double-lap Artificial Roof Slates**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing double-lap artificial slate roof coverings for new and/or re-roof work

### **Key words**

Under-eaves; Verges; Top course; Roofing-battens; Ridge; Hips; Valleys; Abutments; Ventilation-systems



## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap artificial slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 install undereaves, eaves and tops course
  - 7.3 set out battens, slates and components
  - 7.4 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 unobtrusively include reclaimed materials
  - 7.8 apply bonding agents
  - 7.9 form dry and/or wet fix finishing details
  - 7.10 use hand tools, power tools and equipment
  - 7.11 work at height
  - 7.12 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

### 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 work schedules/diaries, 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 double-lap artificial slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems, bonding agents
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap artificial roof slates

### Scope/range relating to Knowledge and Understanding (cont)

#### Security procedures

- 17 site, company and operative

**UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria											
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	





## UNIT VR277 (DY09 04) Install Double-lap Artificial Roof Slates

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_



## **UNIT VR278 (DY24 04)    Install Regular Sized Natural Roof Slate to Advanced Roof Details**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing regular sized natural slate roof coverings to pitched and vertical areas for new and/or re-roof work

### **Key words**

Slating; Vertical-slating; Mitred-hips; Roofer; Mitred-valleys; Soakers; Verges; Eaves; Ridge; Hips; Battens; Lap-details

## UNIT VR278 (DY24 04) Install Regular Sized Natural Roof Slate to Advanced Roof Details

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, grade, size and hole, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, regular sized natural roof slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 mitred hips
  - 10.3 mitred valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR278 (DY24 04) Install Regular Sized Natural Roof Slate to Advanced Roof Details

### 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 VR278 (DY24 04) Install Regular Sized Natural Roof Slate to Advanced Roof Details

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out for battens, slates and components
  - 7.3 determine lap details for imperial and metric slates
  - 7.4 hole, grade and cut
  - 7.5 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.6 form mitred hips and mitred valleys
  - 7.7 install slates to vertical surfaces
  - 7.8 unobtrusively include reclaimed materials
  - 7.9 form dry and/or wet fix finishing details
  - 7.10 mix sand and cement
  - 7.11 mix mortar with additives
  - 7.12 use hand tools, power tools and equipment
  - 7.13 work at height
  - 7.14 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## UNIT VR278 (DY24 04) Install Regular Sized Natural Roof Slate to Advanced Roof Details

### 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 work schedules/diaries, 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 regular sized natural slates, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area and wastage associated with the method/procedure to install regular sized natural slates to advanced roof details

### Scope/range relating to Knowledge and Understanding (cont)

#### Security procedures

- 17 site, company and operative









## UNIT VR278 (DY24 04) Install Regular Sized Natural Roof Slate to Advanced Roof Details

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR279 (DY21 04)    Install Random Roof Slates to Diminishing Margins**

### **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 installing random sized natural slate roof coverings (head or centre-nailed) to diminishing margins for new and/or re-roof work

### **Key words**

Roof-coverings; Head-nailed; Centre-nailed; Battens; Roofing; Roofer; Verges; Eaves; Ridge; Hips; Mortar; Diminishing-margins; Natural-slates

## UNIT VR279 (DY21 04) Install Random Roof Slates to Diminishing Margins

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, grade, size and hole, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, random sized natural slates (head or centre-nailed) and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR279 (DY21 04) Install Random Roof Slates to Diminishing Margins

### 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 VR279 (DY21 04) Install Random Roof Slates to Diminishing Margins

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out for battens and/or to boards, natural random slates and components
  - 7.3 hole, size and cut
  - 7.4 install slates (head or centre-nailed), fittings and components to eaves and tops course, verges, ridge, hips, valleys, openings, abutments and general areas
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 unobtrusively include reclaimed materials
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### 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

## **UNIT VR279 (DY21 04)    Install Random Roof Slates to Diminishing Margins**

### **Scope/range relating to Knowledge and Understanding (cont)**

#### **Programme**

- 12 types of work schedules/diaries, 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 random sized natural slates, fixings, soakers, ridge and hip tiles, battens, boards, mortar, ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install random slates to diminishing margins

#### **Security procedures**

- 17 site, company and operative

**UNIT VR279 (DY21 04)    Install Random Roof Slates to Diminishing Margins**

No	Description of Evidence	Performance Criteria						Scope/range relating to Performance Criteria										
		1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11







## UNIT VR279 (DY21 04) Install Random Roof Slates to Diminishing Margins

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 removing and/or reclaiming existing roof coverings for immediate and/or future use and disposing of unsuitable materials
- 5 preparing surfaces for re-roofing

### **Key words**

Stripping-slates; Reclaiming-tiles; Reclaiming roof-coverings; Tiles; Slates; Shingles; Asbestos-cement; Stone-slates; Concrete-slate; Natural-slates

## UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 contractor's working instructions 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 and/or handle asbestos materials and/or ancillary products, 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 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 consultation with client regarding protection of property and grounds
- 9 storage of reclaimed materials for future use
- 10 demonstration of work skills to remove, reclaim, de-nail and clean
- 11 use and maintain hand tools and ancillary equipment
- 12 remove, reclaim and/or dispose of weathering materials and ancillary components from standard and/or non-standard/complex roof formations to given working instructions, plus any two from the following
  - 12.1 natural slates; plain tiles; single-lap tiles (variable gauge); single-lap tiles (fixed gauge); stone slates; concrete slates; double-lap artificial slates (fibre/asbestos cement); shingles
- 13 prepare surface and materials in accordance with given working instructions ready for re-roofing
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

### 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 contractor's working instructions, manufacturers' information and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 remove existing roof coverings
  - 7.2 reclaim reusable tiles and natural slates, shingles, stone and weathering appropriate to the covering
  - 7.3 assess the suitability of materials to be reclaimed
  - 7.4 determine sizes of imperial and metric slates
  - 7.5 handle asbestos and/or ancillary materials
  - 7.6 stack/store materials for reuse
  - 7.7 use hand tools and equipment
  - 7.8 work at height
  - 7.9 use access equipment
- 8 converse with clients regarding procedures for carrying out the work and protecting property and the surrounding area
- 9 team work and communication
- 10 needs of other occupations associated with stripping and reclaiming pitched roof coverings

#### 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

## **UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

### **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 types, quantity, quality and sizes of standard and/or specialist
  - 16.1 hand tools and ancillary equipment
- 17 methods of calculating quantity associated with the method/procedure to strip existing pitched roof coverings

#### **Security procedures**

- 18 site, company and operative







**UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings**

No	Description of Evidence	Scope/range relating to Knowledge and Understanding																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

## UNIT VR280 (F010 04) Strip and Reclaim Pitched Roof Coverings

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR276 (DY28 04)    Install Regular Sized Natural Roof Slate to Standard Roof Details**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing regular sized natural slate roof coverings to pitched areas for new and/or re-roof work

### **Key words**

Hole slates; Soakers; Pitch-roof; Set-out; Battens; Ridged-hips; Open-valleys; Verges; Slate-eaves; Ventilation-systems; Abutments; Top-course; Vertical-tiling

## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, grade, size and hole, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, regular sized natural roof slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 ridged hips
  - 10.3 open valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, 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 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out for battens, slates and components
  - 7.3 determine lap details for imperial and metric slates
  - 7.4 hole, grade and cut
  - 7.5 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.6 form ridged hips and open valleys
  - 7.7 mix sand and cement
  - 7.8 mix mortar with additives
  - 7.9 unobtrusively include reclaimed materials
  - 7.10 form dry and/or wet fix finishing details
  - 7.11 use hand tools, power tools and ancillary equipment
  - 7.12 work at height
  - 7.13 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR276 (DY28 04)    Install Regular Sized Natural Roof Slate to Standard Roof Details**

### **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 work schedules/diaries, 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 plain tiles, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install plain tile roof coverings

#### **Security procedures**

- 17 site, company and operative









## UNIT VR276 (DY28 04) Install Regular Sized Natural Roof Slate to Standard Roof Details

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR67 (DY92 04)      Produce External Solid Render Finishes**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials and equipment
- 4 preparing materials and applying render to external backgrounds

### **Key words**

Renders; Bellcasts; Multiple-coat; Mixing renders; Expanded metal lath; Expansion-joints; Applying-renders; Internal-angles; External-angles

## UNIT VR67 (DY92 04) Produce External Solid Render Finishes

### 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 and manufacturers' information 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 materials, tools and equipment
- 4 selection of resources associated with own work
  - 4.1 materials
  - 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 legislation
- 8 demonstration of work skills to measure, mark out, mix, apply and finish
- 9 use and maintain hand tools, portable power tools and ancillary equipment
- 10 prepare materials and apply render to external backgrounds to given working instructions relating to the following
  - 10.1 brick and/or block and/or concrete surfaces
  - 10.2 bellcasts
  - 10.3 internal and external angles
  - 10.4 reveals
  - 10.5 walls
  - 10.6 installation of expanded metal lath (EML)
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR67 (DY92 04) Produce External Solid Render Finishes

### 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 VR67 (DY92 04) Produce External Solid Render Finishes

### 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, manufacturers' information and regulations governing buildings

#### 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, at height, 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 prepare backgrounds
  - 7.2 apply and finish multiple coat render to external walls
  - 7.3 form internal and external angles, reveals, expansion joints and bellcasts
  - 7.4 position and secure expanded metal lath (EML)
  - 7.5 mix rendering
  - 7.6 use hand tools, power tools and equipment
  - 7.7 work at height
- 8 team work and communication
- 9 needs of other occupations associated with rendering

#### 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 VR67 (DY92 04)      Produce External Solid Render Finishes**

### **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 renders, sands, limes, cement and additives
  - 15.2 bellcasts and beads
  - 15.3 expanded metal lath (EML)
  - 15.4 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce external solid render finishes

#### **Security procedures**

- 17 site, workplace, company and operative







**UNIT VR67 (DY92 04)      Produce External Solid Render Finishes**

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR281 (DY2C 04)    Install Components for Warm Roof Construction**

### **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 installing underlay, battens, counter-battens, ventilation systems, rafter level insulation, ceiling level insulation, supporting timbers and ancillary components to form roofing backgrounds for new and/or re-roof work

### **Key words**

Fixing-underlay; Counter-battens; Quilt and rigid insulation; Batten-stops; Vapour-control; Ridges; Pitch-roof; Ventilation-systems

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, cut, mark out, fit, position and secure
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install warm and cold roof components to roofs with ridges, verges, hips and valleys and abutments to given working instructions for the following
  - 10.1 underlay, battens and counter-battens
  - 10.2 ventilation systems
  - 10.3 rafter level insulation
  - 10.4 ceiling level insulation
  - 10.5 access hatch insulation
  - 10.6 batten stops
  - 10.7 supporting timbers (valleys, hips, ridges, abutments and openings)
  - 10.8 ancillary components
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 VR281 (DY2C 04) Install Components for Warm Roof Construction

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing building

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and ancillary equipment

#### 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 fix underlay to roof design, battens and counter-battens
  - 7.2 install ventilation systems
  - 7.3 install rafter level insulation
  - 7.4 install ceiling level insulation
  - 7.5 install access hatch insulation
  - 7.6 remove ineffective insulation from roof area
  - 7.7 check and maintain adequate ventilation
  - 7.8 install batten stops
  - 7.9 install supporting timber at hips, valleys, ridges, abutments and openings
  - 7.10 install vapour control layers
  - 7.11 use hand tools and ancillary equipment
  - 7.12 work at height
  - 7.13 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction**

### **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 work schedules/diaries, 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 underlays, battens, counter-battens, quilt and rigid insulation, ventilation systems, timber and batten stops
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install warm and cold roof components

#### **Security procedures**

- 17 site, workplace, company and operative







## UNIT VR281 (DY2C 04) Install Components for Warm Roof Construction

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing single-lap roof coverings to a fixed gauge for new and/or re-roof work

### **Key words**

Tiles; Roofing; Roofing-battens; Ridge; Valleys; Tile-verges; Tile-hips; Re-roof; Tiler; Abutments; Reclaim-tiles; Dry-fix systems

## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, single-lap fixed gauge roof tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client



## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens, tiles and components
  - 7.3 install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, and general areas
  - 7.4 unobtrusively include reclaimed materials
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 form dry and/or wet fix finishing details
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR282 (DY1X 04)    Install Single-lap Roof Coverings to a Fixed Gauge**

### **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 work schedules/diaries, 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 single-lap fixed gauge tiles, fittings, fixings, ridge and hip tiles, battens, dry fix systems, mortar, ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install single-lap roof coverings to a fixed gauge

#### **Security procedures**

- 17 site, company and operative







## UNIT VR282 (DY1X 04) Install Single-lap Roof Coverings to a Fixed Gauge

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings**

### **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 installing wood shingles for new and/or re-roof work

### **Key words**

Shingles: Pitch-roof; Ridge; Verge; Vertical-areas; Pre-formed hips



## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, position, secure and finish
- 9 use and maintain hand tools and ancillary equipment
- 10 install battens, wood shingles and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges
  - 10.2 ridges
  - 10.3 hips
  - 10.4 valleys
  - 10.5 eaves
  - 10.6 abutments
  - 10.7 openings
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 VR283 (DY30 04) Install Wood Shingle Roof Coverings

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens
  - 7.3 install wood shingles to eaves, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
  - 7.4 install pre-formed ridge/hip units
  - 7.5 use hand tools and equipment
  - 7.6 work at height
  - 7.7 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR283 (DY30 04)    Install Wood Shingle Roof Coverings**

### **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 work schedules/diaries, 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 wood shingles, pre-formed hip and ridge units, vents, battens, fixings and ancillary items
  - 15.2 hand tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install wood shingle roof coverings

#### **Security procedures**

- 17 site, company and operative







## UNIT VR283 (DY30 04) Install Wood Shingle Roof Coverings

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_



## **UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

### **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 installing double-lap concrete slates for new and/or re-roof work

### **Key words**

Roofing-battens; Regular-courses; Verges; Diminished-courses; Dry-fix; Soakers; Hips; Pitch-roofs

## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap concrete roof slates and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens for regular and/or diminishing courses for slates and components
  - 7.3 install slates and compapplication of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work and materials used, tonents to eaves and tops course, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
  - 7.4 form dry and/or wet fix finishing details
  - 7.5 mix sand and cement
  - 7.6 mix mortar with additives
  - 7.7 use hand tools, power tools and equipment
  - 7.8 work at height
  - 7.9 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR284 (DY0E 04)    Install Double-lap Concrete Roof Slates**

### **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 work schedules/diaries, 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 concrete slates, fittings, fixings, soakers, ridge and hip tiles, battens, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap concrete roof slates

#### **Security procedures**

- 17 site, company and operative









## UNIT VR284 (DY0E 04) Install Double-lap Concrete Roof Slates

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR285 (DY0C 04)    Install Double-lap Artificial Roof Slates (Diamond Pattern)**

### **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 installing double-lap artificial slate roof coverings (diamond pattern) for new and/or re-roof work

### **Key words**

Roof-coverings; Pitch-roofs; Hips; Soakers; Roofing; Roofer; Dry-fix; Verges; Ridge

## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, double-lap artificial roof slates (diamond pattern) and related fittings, fixings and components to given working instructions, using new materials for roofs with
  - 10.1 verges and ridges
  - 10.2 hips
  - 10.3 valleys
  - 10.4 eaves and tops course
  - 10.5 abutments
  - 10.6 openings
  - 10.7 dry and/or sand and cement wet finishing details
  - 10.8 vertical surfaces
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out battens, slates and components
  - 7.3 install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - 7.4 apply bonding agents
  - 7.5 form dry and/or wet fix finishing details
  - 7.6 mix sand and cement
  - 7.7 mix mortar with additives
  - 7.8 use hand tools, power tools and equipment
  - 7.9 work at height
  - 7.10 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR285 (DY0C 04)    Install Double-lap Artificial Roof Slates (Diamond Pattern)**

### **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 work schedules/diaries, 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 fixings, soakers, ridge and hip tiles, dry fix systems, mortar, ventilation systems, bonding agents
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install double-lap artificial roof slates (diamond pattern)

#### **Security procedures**

- 17 site, company and operative









## UNIT VR285 (DY0C 04) Install Double-lap Artificial Roof Slates (Diamond Pattern)

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR286 (DY1F 04)    Install Plain Roof Tiles to Complex and Non-standard Roof Formations**

### **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 installing plain tiles to complex and non-standard roof areas for new and/or re-roof work

### **Key words**

Tiling; Plain-tiles; Swept-valleys; Eyebrow-windows; Laced-valleys; Curved-roof; Curved-pitch; Roof-coverings; Radial-areas; Curved-tiling; Cones; Apse-ends

## UNIT VR286 (DY1F 04) Install Plain Roof Tiles to Complex and Non-standard Roof Formations

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, plain tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for two or more of the following
  - 10.1 eyebrow dormers
  - 10.2 swept valleys
  - 10.3 laced valleys
  - 10.4 curved vertical
  - 10.5 curved pitch (cones, apse ends)
- 11 use dry and/or sand and cement wet finishing details
- 12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR286 (DY1F 04) Install Plain Roof Tiles to Complex and Non-standard Roof Formations

### 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 VR286 (DY1F 04) Install Plain Roof Tiles to Complex and Non-standard Roof Formations

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for roofing
  - 7.2 set out and fix battens, tiles and related components
  - 7.3 fix direct to boarded areas
  - 7.4 install tiles and components, including soakers to laced and swept valleys, curved and radial areas and eyebrow dormers
  - 7.5 unobtrusively include reclaimed materials
  - 7.6 form dry and/or wet fix finishing details
  - 7.7 mix sand and cement
  - 7.8 mix mortar with additives
  - 7.9 use hand tools, power tools and equipment
  - 7.10 work at height
  - 7.11 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR286 (DY1F 04)    Install Plain Roof Tiles to Complex and Non-standard Roof Formations**

### **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 work schedules/diaries, 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 plain tiles, battens, pre-boarded roofs, fittings, fixings, soakers, ridge and hip tiles, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install plain roof tiles to complex and non-standard roof formations

#### **Security procedures**

- 17 site, company and operative









## UNIT VR286 (DY1F 04) Install Plain Roof Tiles to Complex and Non-standard Roof Formations

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR287 (DY19 04)    Fabricate and Install Weathering Leadwork to Roofs**

### **Unit Summary**

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, forming and installing new leadwork, installing proprietary flashings, replacing existing leadwork to chimneys, abutments, junctions, valleys and pipes for new and/or re-roof work

### **Key words**

Lead-rolls; Lead-weld; Boss; Flashings; Saddles; Valley-liners; Sheet-lead

## UNIT VR287 (DY19 04) Fabricate and Install Weathering Leadwork to Roofs

### 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 contractor's working instructions 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 (with emphasis on leadwork), 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 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 legislation
- 8 demonstration of work skills to measure, mark out, cut, fit, position, weld, secure, dress, boss, point and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 prepare and install leadwork for roof coverings to given working instructions, using new lead and/or existing and/or proprietary flashings for
  - 10.1 chimneys
  - 10.2 abutments
  - 10.3 soil and/or vent pipes
  - 10.4 junction saddles
  - 10.5 valleys
  - 10.6 hips
  - 10.7 ridges
  - 10.8 openings
- 11 fabricate back gutters and aprons and pipe slates by lead welding
- 12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR287 (DY19 04) Fabricate and Install Weathering Leadwork to Roofs

### 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 VR287 (DY19 04) Fabricate and Install Weathering Leadwork to Roofs

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 cut, fit and place lead soakers
  - 7.2 cut, form and install step flashings
  - 7.3 install valley liners and saddles
  - 7.4 form and install lead aprons, back gutters and pipe flashings
  - 7.5 lead weld and boss
  - 7.6 install lead rolls to hips/ridges
  - 7.7 install secret gutters
  - 7.8 install proprietary flashings and weatherings
  - 7.9 use hand tools, power tools and equipment
  - 7.10 work at height
  - 7.11 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

## **UNIT VR287 (DY19 04)    Fabricate and Install Weathering Leadwork to Roofs**

### **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 work schedules/diaries, 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 sheet lead, pre-formed lead flashings, proprietary flashings
  - 15.2 patination oils
  - 15.3 pointing materials
  - 15.4 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to fabricate and install weathering leadwork to roofs

#### **Security procedures**

- 17 site, company and operative









## UNIT VR287 (DY19 04) Fabricate and Install Weathering Leadwork to Roofs

Notes/Comments

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

**Candidate** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal Verifier** \_\_\_\_\_

**Date** \_\_\_\_\_

## **UNIT VR288 (DY1A 04)    Install Natural Roof Slates to Complex and Non-standard Roof Formations**

### **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 installing natural slates to complex and non-standard roof areas for new and/or re-roof work

### **Key words**

Swept-valleys; Eyebrow-windows; Laced-valleys; Curved-roof; Soakers; Curved-pitch; Curved-vertical

## UNIT VR288 (DY1A 04) Install Natural Roof Slates to Complex and Non-standard Roof Formations

### 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 contractor's working instructions 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 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 legislation
- 8 demonstration of work skills to measure, set out, mark out, cut, fit, mix, position, secure and finish
- 9 use and maintain hand tools, power tools and ancillary equipment
- 10 install battens, natural slates and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for two or more of the following
  - 10.1 eyebrow dormers
  - 10.2 swept valleys
  - 10.3 laced valleys
  - 10.4 curved vertical
  - 10.5 curved pitch (cones, apse ends)
- 11 use dry and/or sand and cement wet finishing details
- 12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## UNIT VR288 (DY1A 04) Install Natural Roof Slates to Complex and Non-standard Roof Formations

### 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 VR288 (DY1A 04) Install Natural Roof Slates to Complex and Non-standard Roof Formations

### 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 contractor's working instructions, manufacturers' information, procedures for dealing with damaged and incorrect materials and/or resources and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, 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 and/or power tools and ancillary equipment

#### 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 assess suitability of sub-structure for re-roofing
  - 7.2 set out and fix battens, slates and related components
  - 7.3 fix direct to boarded areas
  - 7.4 install slates and components, including soakers to laced and swept valleys, curved and radial areas and eyebrow dormers
  - 7.5 unobtrusively include reclaimed materials
  - 7.6 form dry and/or wet fix finishing details
  - 7.7 mix sand and cement
  - 7.8 mix mortar with additives
  - 7.9 use hand tools, power tools and equipment
  - 7.10 work at height
  - 7.11 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with roof slating and/or tiling

#### Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations



## **UNIT VR288 (DY1A 04) Install Natural Roof Slates to Complex and Non-standard Roof Formations**

### **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 work schedules/diaries, 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 slates, battens, pre-boarded roofs, fittings, fixings, soakers, ridge and hip slates, dry fix systems, mortar and ventilation systems
  - 15.2 sand, cement and additives
  - 15.3 hand and/or powered tools and ancillary equipment
- 16 methods of calculating quantity, length and area associated with the method/procedure to install natural roof slates to complex and non-standard roof formations

#### **Security procedures**

- 17 site, company and operative







## UNIT VR288 (DY1A 04) Install Natural Roof Slates to Complex and Non-standard Roof Formations

Notes/Comments

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

**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

<b>Your name</b>	
<b>Job title</b>	
<b>Name of employer/ training provider/ college</b>	
<b>Their address</b>	
<b>Telephone number</b>	
<b>SVQ</b>	
<b>Level</b>	
<b>Units submitted for assessment</b>	
<b>Mentor's name</b>	
<b>(Please provide details of mentor's experience)</b>	

**Assessor's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Personal profile

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Home telephone</b>	
<b>Work telephone</b>	
<b>Job title</b>	

## Relevant experience

<b>Description of your current job</b>	
<b>Previous work experience</b>	
<b>Qualifications and training</b>	
<b>Voluntary work/interests</b>	



## Personal profile (cont)

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

## 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.

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



## Personal statement

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

<b>Unit/Element(s)</b>	
<b>Candidate's name</b>	
<b>Date of observation</b>	
<b>Evidence index number</b>	

<b>Skills/activities observed</b>	<b>PC and Range covered</b>

<b>Knowledge and Understanding apparent from this observation</b>

<b>Other Units/Elements to which this evidence may contribute</b>

<b>Assessor comments and feedback to candidate</b>

I can confirm the candidate's performance was satisfactory.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Witness testimony

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

I can confirm the candidate's performance was satisfactory.

**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

<b>Unit</b>	
<b>Element(s)</b>	
<b>Evidence index number</b>	
<b>Circumstances of assessment</b>	
<b>List of questions and candidate's responses</b>	
Q	
A	
Q	
A	
Q	
A	
Q	
A	
Q	
A	

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_