



Candidate Guidance and Portfolio for the SVQ3 Stonemasonry (Construction)

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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 Stonemasonry (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:

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

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

You will find an example of an SVQ Element overleaf.

An example of an SVQ Element

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.

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

	Who are they?	What is their role?
External Verifiers*	Individuals appointed by the awarding body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ.	<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

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

Planning your portfolio

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

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

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

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

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

Starting your portfolio

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

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

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

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

Contents checklist

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

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

Collecting your evidence

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

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

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

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

Observation record — Example 5

The observation 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

Qualification and level	Using IT at level 3
Candidate's name	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. Tick the boxes when you have completed them.

Mandatory	206	301	302	303	308				
Optional	305	306	311	312					

Mandatory Units

SQA Unit number	SSC/SSB Unit number	Title	Assessor	Internal Verifier	Date
	206	Ensure your own actions reduce risks to H&S			
	301	Select and enable IT for use	<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 and 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

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

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

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

Assessor comments and feedback to candidate

I can confirm the candidate's performance was satisfactory.

Assessor's signature Peter Jones **Date** 28/4/2011

Candidate's signature Anne Thomas **Date** 28/4/2011

Witness testimony — Example 6

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

Unit	301 Select and enable IT for use
Element(s)	1
Evidence index number	5
Circumstances of assessment	
<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>	
List of questions and candidate's responses	
Q	If a member of staff asked you for a particular piece of equipment, what procedures would you follow?
A	<i>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

Qualification and level	SVQ3 Stonemasonry (Construction)
Candidate's name	

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.

Mandatory								
Optional								

Mandatory Units — all Units should be completed

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
F7A9 04	VR209	Confirm Work Activities and Resources for the Work			
F7AA 04	VR210	Develop and Maintain Good Working Relationships			
F7AB 04	VR211	Confirm the Occupational Method of Work			
FN2J 04	VR641	Conform to General Workplace Health, Safety and Welfare			
B664 04		Integrative Assessment in the Construction Industry			

Plus one of the following optional routes

Banker Masonry route

Mandatory Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
DY8X 04	VR199	Produce Complex Templets and Moulds			
DY8W 04	VR200	Produce Complex Stonemasonry Components			

Optional Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
H0WC 04	VR207	Produce Complex Architectural Stone Enrichments			
F00Y 04	VR402	Slinging and Signalling the Movement of Loads			

Stone Fixing route

Mandatory Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
F00D 04	VR201	Set Out Complex Stonemasonry Structures			
DY0J 04	VR202	Erect Complex Stonemasonry Structures			
F004 04	VR208	Repair Complex Stonemasonry Structures			

Optional Units

SQA Unit Number	SSC Unit Number	Title	Assessor	Internal Verifier	Date
H0WD 04	VR227	Install Stone Flooring			
F00Y 04	VR402	Slinging and Signalling the Movement of Loads			
H0WE 04	VR548	Prepare and Mix Lime Mortars			

Glossary of terms

Advisor	A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.
Assessment	The process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria.
Authentication	The process by which an advisor or assessor confirms that an assessment has been undertaken by a candidate and that all regulations governing the assessment have been observed.
Candidate	The person enrolling for an SQA qualification.
Centre	The college, training organisation or workplace where SQA qualifications are delivered and assessed.
Element of competence	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).
Evidence	Materials the candidate has to provide as proof of his or her competence against specified Performance Criteria.
Evidence Requirements	Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the Performance Criteria.
External Verifier	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.
Instrument of Assessment	A means of generating evidence of the candidate's performance.
Internal verifier	The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.
Observation	A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes.

Outcome	Statement which defines the products of learning. They describe the activities the candidate has to perform to achieve the Unit, and contain Performance Criteria and sometimes, statements on Range and evidence (see Elements of Competence).
Performance Criteria	Statements which describe the standard to which candidates must perform the activities which are stated in the Outcome.
Portfolio	A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in SVQ awards and in alternative routes to assessment such as APL and credit transfer.
Product evaluation	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.
Range/Scope	A statement in the Unit which specifies the different contexts in which the activities described in the Outcome have to be demonstrated. Where they appear, Range/Scope Statements are mandatory.

Units for the SVQ3 Stonemasonry (Construction)

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

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

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

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, CO₂, foam, powder, vaporising liquid and their uses

Hazards

- 2 associated with the occupational area
 - 2.1 resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities
 - 2.2 current Health and Safety Executive top ten safety risks
 - 2.3 current Health and Safety Executive top five health risks

Health and safety control equipment

- 3 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 3.1 collective protective measures
 - 3.2 personal protective equipment (PPE)
 - 3.3 respiratory protective equipment (RPE)
 - 3.4 local exhaust ventilation (LEV)

Notices and warning signs

- 4 statutory requirements and/or official guidance for the occupation and the work area

Scope/range relating to Knowledge and Understanding (cont)

Policies and procedures

- 5 in accordance with organisational requirements
 - 5.1 dealing with accidents and emergencies associated with the type of work being undertaken and the work environment
 - 5.2 methods of receiving or sourcing information
 - 5.3 reporting
 - 5.4 stopping work
 - 5.5 evacuation
 - 5.6 fire risks and safe exit procedures
 - 5.7 consultation and feedback

Reporting

- 6 organisational recording procedures and statutory requirements

Responsibility

- 7 behaviour that affects health, safety and welfare
 - 7.1 recognising when to stop work in the face of serious and imminent danger
 - 7.2 contributing to discussions and providing feedback
 - 7.3 reporting changed circumstances and incidents in the workplace
 - 7.4 adhering to the environmental requirements of the workplace

Security

- 8 organisational procedures relating to the workplace, general public, site personnel and resources

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

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 VR199 (DY8X 04) Produce Complex Templets and Moulds

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 setting out complex shapes and producing templets, moulds and reverses for stonemasonry components

Key words

Setting out shapes; Geometrical shapes; Mouldings; Tracery; Ramp; Twist

UNIT VR199 (DY8X 04) Produce Complex Templets and Moulds

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 risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, draw, mark out, cut and finish
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 set out complex shapes and produce templets, moulds and reverses for natural stone components to given working instructions for at least four of the following
 - 9.1 shaped true and square
 - 9.2 moulded
 - 9.3 straight and moulded with stop ends and return ends
 - 9.4 moulded with internal and external mitres
 - 9.5 shaped curved on plan
 - 9.6 tracery and/or ramp and twist and/or spheres
- 10 completion of own work within the estimated, allocated time

UNIT VR199 (DY8X 04) Produce Complex Templets and Moulds

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 VR199 (DY8X 04) Produce Complex Templets and Moulds

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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of hand tools and/or portable power tools 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 moulded stonework and produce drawings, templets and moulds for new and/or restoration work
 - 8.2 set out complex geometrical shapes
 - 8.3 produce templets, moulds and reverses for natural stone components with true and square surfaces; mouldings straight and curved in plan and elevation; tracery, ramp and twist and spheres
 - 8.4 use hand tools, power tools and equipment
- 9 team work and communication
- 10 needs of other occupations associated with producing complex templets and moulds

UNIT VR199 (DY8X 04) Produce Complex Templets and Moulds

Scope/range relating to Knowledge and Understanding (cont)

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 sheet zinc
 - 15.2 sheet plastic
 - 15.3 card
 - 15.4 profiler
 - 15.5 measuring tape
 - 15.6 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to produce complex templets and moulds

Security procedures

- 17 site, workplace, company and operative

UNIT VR199 (DY8X 04) Produce Complex Templets and Moulds

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 VR200 (DY8W 04) Produce Complex Stonemasonry 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 producing natural stone complex shapes and finishes

Key words

Stop ends; Return ends; Mitres; Tracery; Ramp and twist; Spheres

UNIT VR200 (DY8W 04) Produce Complex Stonemasonry 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 drawings, specifications, schedules and risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, mark out, position, bore, drill, shape and finish
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 select, cut and produce natural stone components to given working instructions for at least four of the following
 - 9.1 shaped true and square
 - 9.2 moulded straight and curved with stop ends and return ends, internal and external mitres
 - 9.3 shaped curved on plan
 - 9.4 tracery and/or ramp and twist and/or spheres
 - 9.5 prepared for fixings and lifting
- 10 completion of own work within the estimated, allocated time

UNIT VR200 (DY8W 04) Produce Complex Stonemasonry 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, 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 VR200 (DY8W 04) Produce Complex Stonemasonry Components

Scope/range relating to Knowledge and Understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, technical 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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

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, 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 produce natural stone components with true and square surfaces, mouldings straight and curved in plan, internal and external mitres, returned and stopped ends
 - 8.2 form complex shaped and worked components, tracery, ramp and twist and spheres
 - 8.3 produce complex finishes
 - 8.4 form provisions for fixings and lifting
 - 8.5 check stone for faults
 - 8.6 check stone for square and true
 - 8.7 use hand tools, power tools and equipment
- 9 team work and communication
- 10 needs of other occupations associated with producing complex stonemasonry components

UNIT VR200 (DY8W 04) Produce Complex Stonemasonry Components

Scope/range relating to Knowledge and Understanding (cont)

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 natural stone
 - 15.2 templets
 - 15.3 moulds
 - 15.4 reverses
 - 15.5 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to produce complex stonemasonry components

Security procedures

- 17 site, workplace, company and operative

UNIT VR200 (DY8W 04) Produce Complex Stonemasonry 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 VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

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 producing complex architectural stone enrichments in natural stone

Key words

Natural-stone; Spherical; Three-dimensional; Curved; Carving; Foiled

UNIT VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

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 risk assessment 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, mark out, shape, carve, embellish and finish
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 produce complex architectural stone enrichments to given working instructions
 - 9.1 work stone to receive enrichments: foiled; spherical; curved; three-dimensional
 - 9.2 work surface to produce required surface finish
- 10 completion of own work within the estimated, allocated time

UNIT VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

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 VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

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 injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

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, 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 tool surfaces to receive enrichments
 - 8.2 produce complex architectural stone enrichments
 - 8.3 produce specialist surface finishes
 - 8.4 create marquette
 - 8.5 use hand tools, power tools and equipment
- 9 team work and communication
- 10 needs of other occupations associated with producing complex architectural stone enrichments

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

UNIT VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

Scope/range relating to Knowledge and Understanding (cont)

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 natural stones
 - 15.2 templets, moulds and reverses
 - 15.3 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to produce complex architectural stone enrichments

Security procedures

- 17 site, workplace, company and operative

UNIT VR207 (DY8J 04) Produce Complex Architectural Stone Enrichments

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

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing for and slinging and signalling the movement of loads

Key words

Radio communication; Lifting equipment

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

Performance Criteria

You must be able to:

- 1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- 2 organise with others the sequence in which the work is to be carried out
- 3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
- 4 select plant or machinery resources for the methods of work and operations to be carried out
- 5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- 6 comply with the given contract information to carry out the work efficiently to the required specification
- 7 complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

- 1 interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out
- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out
- 4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
- 5 safe use and storage of tools and equipment
- 6 selection of resources associated with own work
 - 6.1 attachments, slinging equipment, lifting aids, hand tools and ancillary equipment
 - 6.2 signalling and communication equipment
- 7 protection of the work and its surrounding area from damage
- 8 minimise damage and maintain a clean work space
- 9 disposal of waste in accordance with legislation
- 10 demonstration of work skills to measure, gauge, estimate, fit, fix, test, balance, interpret, judge, explain, prepare, indicate, inform, instruct, sign, position, adjust, configure, move, secure, signal and relay
- 11 use and maintain hand tools, ancillary equipment, slinging equipment and signalling and communication equipment
- 12 slinging and signalling for the lifting and movement of loads by plant or machinery operations to given working instructions
- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Organise with others

- K4 **communication** of ideas between team members
- K5 organisation of **resources** in conjunction with the progress of work
- K6 the **skills** required to carry out the work

Performance Criteria 3

Safe work practices

- K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied
- K8 how **emergencies** should be responded to and who should respond

Knowledge and Understanding (cont)

- K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why and when **personal protective equipment (PPE)** should be used

Performance Criteria 4

Selection of resources

- K12 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified
- K13 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K14 the organisational procedures to select **resources**, why they have been developed and how they are used
- K15 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

Performance Criteria 5

Minimise the risk of damage

- K16 how to **protect work** from damage and the purpose of protection
- K17 why **disposal of waste** should be carried out safely and how it is achieved

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

Knowledge and Understanding (cont)

Performance Criteria 6

Meet the contract specification

- K18 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K19 how **maintenance** of plant and/or machinery, tools and equipment is carried out

Performance Criteria 7

Allocated time

- K20 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Scope/range relating to Knowledge and Understanding

Communication

- 1 discussions, sketches, briefings, signalling and radio communication

Disposal of waste

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- 3.1 fires, spillages, injuries
- 3.2 emergencies relating to occupational activities

Hazards

- 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information statutory regulations and official guidance

Information

- 5 drawings, specifications, schedules, method statements, manufacturers' information, approved procedures and Codes of Practice

Legislation, Approved Codes of Practice and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

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

Scope/range relating to Knowledge and Understanding (cont)

Maintenance

- 7 operative care of hand tools, ancillary equipment, slinging equipment and signalling and communication equipment

Methods of work

- 8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
- 8.1 confirm method of communication
 - 8.2 determine method of slinging
 - 8.3 select and use suitable slinging equipment and lifting accessories
 - 8.4 sling loads securely and balance with correct weight distribution
 - 8.5 signal and communicate following recognised/agreed operational procedures
 - 8.6 position loads safely and securely
 - 8.7 remove and store lifting accessories
 - 8.8 use hand tools and ancillary equipment
- 9 team work and communication
- 10 needs of other occupations associated with slinging and signalling the movement of loads

Personal protective equipment (PPE)

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

Problems

- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
 - 12.2 organisational reporting procedures

Scope/range relating to Knowledge and Understanding (cont)

Programme

- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
- 16.1 lifting accessories
 - 16.2 signalling and communication equipment
 - 16.3 hand tools and ancillary equipment
- 17 methods of calculating weight, bearing pressure, quantity, length and area associated with the method/procedure for slinging and signalling the movement of loads

Security procedures

- 18 site, workplace, company and operative

Skills

- 19 own occupation and occupations related to the work

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

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 VR201 (F00D 04) Set Out Complex Stonemasonry Structures

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 setting out complex stonemasonry structures on level and sloping ground

Key words

Curved; Splayed; Angled; Lines and levels; Transfer-levels; Spirit-level; Optical-levels; Pegs

UNIT VR201 (F00D 04) Set Out Complex Stonemasonry Structures

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 risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
 - 3.3 hand tools
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, mark out, level, plumb, position and secure
- 8 use and maintain hand tools and setting out equipment
- 9 set out to given working instructions
 - 9.1 regular and irregular shaped stonemasonry structures on level and sloping ground
 - 9.2 stonemasonry structures with curved, splayed and angled walls
- 10 completion of own work within the estimated, allocated time

UNIT VR201 (F00D 04) Set Out Complex Stonemasonry Structures

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 VR201 (F00D 04) Set Out Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, technical 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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

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, with tools and setting out equipment

Maintenance

- 7 operative care of hand tools and setting out 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 set out and check regular and irregular shaped structures on level and sloping ground and structures with curved, splayed and angled walls
 - 8.2 set out using the 3:4:5 method
 - 8.3 construct corner profiles
 - 8.4 transfer lines and levels (spirit level, laser, straight-edge, water levels, optical levels, metric E staffs)
 - 8.5 use setting out equipment
 - 8.6 use hand tools
- 9 team work and communication
- 10 needs of other occupations associated with setting out complex stonemasonry structures

UNIT VR201 (F00D 04) Set Out Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding (cont)

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 lines, levels (spirit level, straight-edge, water, optical, laser, metric E staffs), tape measures, pegs, profiles, square
 - 15.2 hand tools and setting out equipment
- 16 methods of calculating and checking distance, length, curve; level and diagonal associated with the method/procedure to set out complex stonemasonry structures

Security procedures

- 17 site, workplace, company and operative

UNIT VR201 (F00D 04) Set Out Complex Stonemasonry Structures

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 VR202 (DY0J 04) Erect Complex Stonemasonry Structures

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing and erecting complex stonemasonry structures with prepared stonemasonry components

Key words

Splayed; Curved; Angled; Arches; Tracery; Projecting courses

UNIT VR202 (DY0J 04) Erect Complex Stonemasonry Structures

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 risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, check, plumb, level, mark out, fit, cut, drill, lift, position and secure
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 erect complex natural stone structures using prepared stonemasonry components to given working instructions for at least five of the following
 - 9.1 straight walling, returns and rakes
 - 9.2 curved, splayed and angled walls
 - 9.3 centring, props and struts
 - 9.4 openings
 - 9.5 arches
 - 9.6 tracery
 - 9.7 projecting courses
 - 9.8 pilasters and/or buttresses
 - 9.9 joint finishes
- 10 completion of own work within the estimated, allocated time

UNIT VR202 (DY0J 04) Erect Complex Stonemasonry Structures

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 VR202 (DY0J 04) Erect Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, technical 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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of hand tools and/or portable power tools 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 check safety and configuration of scaffolding
 - 8.2 lift, position and lay prepared basic and complex stone components
 - 8.3 carry out overhand work
 - 8.4 cut, drill and fix retention and load bearing fixings
 - 8.5 erect straight, curved, raked and angled structures
 - 8.6 form openings and arches
 - 8.7 install projecting courses
 - 8.8 install temporary centring, props and struts
 - 8.9 form pilasters and/or buttresses
 - 8.10 select and mix mortars
 - 8.11 form joint finishes
 - 8.12 install damp-proof courses, expansion and compression joints

UNIT VR202 (DY0J 04) Erect Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding (cont)

- 8.13 use hand tools, power tools and equipment
- 8.14 work at height
- 8.15 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with erecting complex stonemasonry structures

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 prepared complex stone components
 - 15.2 fine aggregates, cement, lime, additives
 - 15.3 damp-proof membranes, expansion and compression joints
 - 15.4 frames, lintels, insulation

Scope/range relating to Knowledge and Understanding (cont)

- 15.5 centres, props and struts
- 15.6 retention and load bearing fixings
- 15.7 hand and/or powered tools and equipment and mechanical lifting equipment (slings/lewis pins)
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to erect complex stonemasonry structures

Security procedures

- 17 site, workplace, company and operative

UNIT VR202 (DY0J 04) Erect Complex Stonemasonry Structures

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 VR208 (F004 04) Repair Complex Stonemasonry Structures

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 repairing existing complex stonemasonry structures

Key words

Arches; Tracery; Cornices; Curved walling; String-courses; Plinth-courses

UNIT VR208 (F004 04) Repair Complex Stonemasonry Structures

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 risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, mark out, remove, renew, cut, shape, fit, position, secure, finish, shore, prop and strut
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 repair complex stonemasonry structures to given working instructions for at least three of the following
 - 9.1 straight and curved walling
 - 9.2 openings
 - 9.3 arches
 - 9.4 tracery
 - 9.5 copings
 - 9.6 projecting courses
- 10 completion of own work within the estimated, allocated time

UNIT VR208 (F004 04) Repair Complex Stonemasonry Structures

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 VR208 (F004 04) Repair Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, technical 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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

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 repair and maintain existing stonemasonry structures in matching materials and styles with complex stone components associated with openings, arches, cornices, string and plinth courses, straight and curved walling
 - 8.2 install and remove temporary centring, shores, struts and props
 - 8.3 renew joint finishes
 - 8.4 clean surfaces of stonework
 - 8.5 use hand tools, power tools and equipment
 - 8.6 use lifting equipment appropriate to the task
 - 8.7 work at height
 - 8.8 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with repairing complex stonemasonry structures

UNIT VR208 (F004 04) Repair Complex Stonemasonry Structures

Scope/range relating to Knowledge and Understanding (cont)

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 natural stones to complex shapes, fine and course aggregates, cement, lime, additives, resins, adhesives, damp barriers, colourings, frames, lintels, insulation, centring, shores, props and struts
 - 15.2 hand and/or powered tools and equipment and lifting equipment (slings/lewis pins)
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to repair complex stonemasonry structures

Security procedures

- 17 site, workplace, company and operative

UNIT VR208 (F004 04) Repair Complex Stonemasonry Structures

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 VR227 (H0WD 04) Install Stone Flooring

Unit Summary

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing backgrounds and installing natural stone and/or reconstituted stone flooring

Key words

Natural stone; Reconstituted stone

UNIT VR227 (H0WD 04) Install Stone Flooring

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 risk assessments 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 and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, mark out, cut, apply, finish, position and secure
- 8 use and maintain hand tools and/or portable power tools and ancillary equipment
- 9 prepare backgrounds, install membranes and lay flooring to given working instructions for at least one of the following
 - 9.1 natural stone
 - 9.2 reconstituted stone
- 10 completion of own work within the estimated, allocated time

UNIT VR227 (H0WD 04) Install Stone Flooring

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 VR227 (H0WD 04) Install Stone Flooring

Scope/range relating to Knowledge and Understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, technical 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, occupational injuries

Hazards

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of hand tools and/or portable power tools 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 prepare backgrounds to receive natural and reconstituted stone flooring
 - 8.2 establish datums, set out, lay and finish natural and reconstituted stone flooring to regular and irregular surfaces, including staircases and landings
 - 8.3 apply natural and reconstituted stone flooring to heated backgrounds
 - 8.4 bed, joint and point natural and reconstituted stone flooring
 - 8.5 mix screeds, mortars, adhesives and grouts
 - 8.6 fix trims and movement joints
 - 8.7 apply self-levelling compounds
 - 8.8 use hand tools, power tools and equipment
- 9 team work and communication
- 10 needs of other occupations associated with installing stone flooring

UNIT VR227 (H0WD 04) Install Stone Flooring

Scope/range relating to Knowledge and Understanding (cont)

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 natural and reconstituted stone
 - 15.2 adhesives, mortars, grouts, cement, aggregates, primers, self-levelling compounds, additives, surface treatments
 - 15.3 trims and movement joints
 - 15.4 damp barriers
 - 15.5 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install stone flooring

Security procedures

- 17 site, workplace, company and operative

UNIT VR227 (H0WD 04) Install Stone Flooring

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 VR548 (H0WE 04) Prepare and Mix Lime Mortars

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 mixing lime mortars mechanically and/or by hand

Key words

Lime; Mortars; Non-hydraulic; Putty; Render; Pozzolans

UNIT VR548 (H0WE 04) Prepare and Mix Lime Mortars

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, and manufacturers' information related to the work to be carried out
- 2 avoidance of risk by following the given information relating to at least three of the following
 - 2.1 methods of work
 - 2.2 safe use of personal protective equipment (PPE)
 - 2.3 safe use of access equipment
 - 2.4 safe use and storage of materials, tools and equipment
- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- 7 demonstration of work skills to measure, sample, grade, batch, mix, add, knock up and store
- 8 use and maintain hand tools, portable power tools, plant and machinery and ancillary equipment
- 9 prepare at least two of the following lime mortars (coarse and fine stuff) mechanically and/or by hand to given working instructions
 - 9.1 hydraulic limes and non-hydraulic limes
 - 9.2 lime mortars with additives
 - 9.3 lime mortars with fibres (natural or synthetic)
- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

UNIT VR548 (H0WE 04) Prepare and Mix Lime Mortars

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, 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 VR548 (H0WE 04) Prepare and Mix Lime Mortars

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

Information

- 4 drawings, specifications, schedules, method statements, 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, 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

Scope/range relating to Knowledge and Understanding (cont)

Maintenance

- 6 operative care of hand tools and/or portable power tools, plant and machinery 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 source and select materials, aggregates, pozzolans, pigments, additives, fibres
 - 7.2 apply the lime cycles
 - 7.3 batch materials
 - 7.4 mix lime mortars — hydraulic, non-hydraulic, putty, render (with additives and fibres)
 - 7.5 use hand tools, power tools and equipment
 - 7.6 use plant and machinery
 - 7.7 work at height
 - 7.8 use access equipment
- 8 team work and communication
- 9 needs of other occupations associated with the preparation and mixing of lime mortars

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 VR548 (H0WE 04) Prepare and Mix Lime Mortars

Scope/range relating to Knowledge and Understanding (cont)

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 aggregates, non-hydraulic lime, hydraulic lime, putty limes, pozzolans, fibres, additives
 - 15.2 ancillary items
 - 15.3 hand and/or powered tools, plant, machinery and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to prepare and mix lime mortars

Security procedures

- 17 site, workplace, company and operative

UNIT VR548 (H0WE 04) Prepare and Mix Lime Mortars

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

Your name	
Job title	
Name of employer/ training provider/ college	
Their address	
Telephone number	
SVQ	
Level	
Units submitted for assessment	
Mentor's name	
(Please provide details of mentor's experience)	

Assessor's signature _____

Date _____

Personal profile

Name	
Address	
Postcode	
Home telephone	
Work telephone	
Job title	

Relevant experience

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

Personal profile (cont)

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

Contents checklist

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

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

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

Unit/Element(s)	
Candidate's name	
Date of observation	
Evidence index number	

Skills/activities observed	PC and Range covered

Knowledge and Understanding apparent from this observation

Other Units/Elements to which this evidence may contribute

Assessor comments and feedback to candidate

I can confirm the candidate's performance was satisfactory.

Assessor's signature _____ **Date** _____

Witness testimony

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

I can confirm the candidate's performance was satisfactory.

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

Unit	
Element(s)	
Evidence index number	
Circumstances of assessment	
List of questions and candidate's responses	
Q	
A	
Q	
A	
Q	
A	
Q	
A	
Q	
A	

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____