



National Unit Specification: general information

UNIT Roads Maintenance: An Introduction to Assisting with Workplace Activity (SCQF level 5)

CODE F55F 11

SUMMARY

This Unit covers essential knowledge and practical experience relating to assisting with work place activities in the roads and highways maintenance environment. The Unit is suitable for candidates who have had little or no experience to date in the Roads Maintenance environment and who want to gain and apply knowledge and understanding of assisting in the workplace environment. Candidates will identify tools, equipment, materials and Personal Protective Equipment (PPE) relevant to the work to be carried out and will also receive, move and store materials and equipment as well as identify hazards and security measures associated with the movement of these resources. Candidates will also set out levels whilst complying with all relevant legislation.

OUTCOMES

- 1 Prepare resources to support efficient working practices.
- 2 Prepare the works area prior to the receipt, movement and storage of materials and equipment in relation to the works activity.
- 3 Set out levels, lines, and pins on-site and use levelling equipment.
- 4 Comply with all workplace legislation and requirements at all times.

RECOMMENDED ENTRY

Entry to this Unit is at the discretion of the centre. This Unit is suitable for inexperienced or entry level candidates.

Administrative Information

Superclass: TK

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CREDIT VALUE

0.5 credit at SCQF level 5 (3 SCQF credit points at SCQF level 5*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication at SCQF level 3
- ◆ Working with Others at SCQF level 3
- ◆ Numeracy at SCQF level 3

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Prepare resources to support efficient working practices.

Performance Criteria

- (a) Correctly identify and select the appropriate tools, equipment, and materials in accordance with given instructions.
- (b) Correctly identify and select appropriate Personal Protective Equipment (PPE) for a given task, in accordance with legislative and organisational requirements.

OUTCOME 2

Prepare the works area prior to the receipt, movement and storage of materials and equipment in relation to the works activity.

Performance Criteria

- (a) Identify potential hazards that may be associated with the given works.
- (b) Correctly record details of the works area and report to the relevant person.
- (c) Identify appropriate security measures needed for the works area in a Highways Maintenance Environment.
- (d) Correctly receive, move and store materials on-site in accordance with legislative and site requirements.

OUTCOME 3

Set out levels, lines and pins on-site and use levelling equipment.

Performance Criteria

- (a) Correctly interpret the instructions and assist in the setting out of the works site.
- (b) Accurately measure and set out levels, pins and lines.
- (c) Use levelling equipment including boning rods and travellers, ranging poles and the quick set level.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Comply with all workplace legislation and requirements at all times.

Performance Criteria

- (a) Correctly and securely store tools and equipment in line with organisational procedures after use on-site.
- (b) Secure the site area in line with organisational procedures on completion of setting out works.
- (c) On completion of the works return all tools and equipment to correct place of storage in line with organisational procedures.

EVIDENCE REQUIREMENTS

Candidates must carry out a risk assessment before any practical activity.

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. The specific Evidence Requirements for each Outcome are outlined below.

Written and/or oral evidence is required to demonstrate that the candidates have achieved Outcomes 1 and 2. The evidence will be produced under closed-book supervised conditions within a time limit of 30 minutes.

Performance evidence supplemented with an assessor observation checklist is required to demonstrate that candidates have achieved Outcomes 3 and 4. The evidence will be produced under supervised conditions at appropriate points in the Unit once candidates have developed the necessary knowledge and skills.

These Evidence Requirements will be met by the completion of the Assessment Support Pack (ASP) that provides detailed assessment material for this Unit. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is a mandatory Unit in the NPA in Roads Maintenance at SCQF level 5 but can also be taken as a free-standing Unit.

Assisting with workplace activity is integral and key to the Roads Maintenance Industry therefore throughout the Unit emphasis will be placed on the application of Safe Working Practices in line with current safety codes of practice and policies and regulations.

Centres may find opportunities to integrate this Unit with others in the Roads Maintenance NPA at SCQF level 5 eg some parts of this Unit could be combined with *Roads Maintenance: An Introduction to Constructing Brick Works* at SCQF level 5; *Roads Maintenance: An Introduction to Laying Kerbs and Channels* at SCQF level 5; *Roads Maintenance: An Introduction to Installing Road Drainage* at SCQF level 5 and *Roads Maintenance: An Introduction to Modular Paving* at SCQF level 5.

Site conditions should reflect as near as possible realistic working conditions.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The learning environment for this Unit will be a combination of classroom and workshop based learning where the candidate will be involved in group activities and discussions. The knowledge element of this Unit would be taught in a classroom environment and put into practice in conjunction with the practical Outcomes.

Candidates could work in pairs or groups on the practical activity, although they will need to meet all Evidence Requirements individually.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Opportunities may arise in this Unit for candidates to develop aspects of the following Core Skills:

- ◆ Communication at SCQF level 3 by following given set of instructions, the works order and reporting risks and potential hazards
- ◆ Working with Others at SCQF level 3 by taking part in group activities and discussions
- ◆ Numeracy at SCQF level 3 by measuring and setting out pins

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Centres may use the instruments of Assessment which they consider to be most appropriate but are encouraged to use the Assessment Support Pack (ASP) developed centrally by SQA. It is expected that candidates will be given as much practise as possible in the methods of safe working practice and risk assessment methods etc, prior to being set the assessment tasks.

A suitable method for assessing candidate knowledge and understanding of assisting with workplace activity, terminology and methods of risk assessment could be through a set of multiple choice questions.

To allow candidates to generate the Performance Evidence centres should set a series of practical assignments which accurately reflect the Unit content. During the practical assignment candidates will be assessed as individuals.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).