



National Unit Specification: general information

UNIT Construction Crafts Employment Skills (SCQF level 5)

CODE F6LM 11

SUMMARY

This Unit is suitable for candidates working towards a Modern Apprenticeship in Construction Crafts. The Unit requires candidates to provide evidence from their workplace of work activities, resources and of developing and maintaining good working relationships. This Unit further requires candidates to provide evidence of the methods of work and conforming to general workplace safety relevant to their specific craft area. This Unit must be evidenced from a real working environment opposed to a realistic training environment.

OUTCOMES

- 1 Confirm work activities and resources for the workplace.
- 2 Develop and maintain good working relationships in the workplace.
- 3 Confirm occupational methods of work in the workplace.
- 4 Conform to general workplace safety.

RECOMMENDED ENTRY

While entry to this Unit is at the discretion of the centre, candidates undertaking a Professional Development Award within the Construction Crafts at SCQF level 6 must meet the requirements of the Modern Apprenticeship, which include being employed in the relevant craft industry.

Administrative Information

Superclass: TG

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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 Doctorate*

CORE SKILLS

There is no automatic certification of Core Skills or Core Skill components in this Unit. Opportunities for developing aspects of the following Core Skills are highlighted in Support Notes of this Unit:

- ◆ *Problem Solving* at SCQF level 4
- ◆ *Working with Others* at SCQF level 4
- ◆ *Numeracy* at SCQF level 3
- ◆ *Communications* 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

Confirm work activities and resources for the workplace.

Performance Criteria

- (a) Complete or contribute to records for tools, materials and components.
- (b) Record or contribute to project activities within the workplace.
- (c) Record or contribute to external factors influencing the workplace.
- (d) Inform management of alterations and changes to the work.

OUTCOME 2

Develop and maintain good working relationships in the workplace.

Performance Criteria

- (a) Record or contribute to the recording of information about workplace activities and timescales.
- (b) Demonstrate methods of work to meet health and safety requirements.
- (c) Co-ordinate with other trades on work procedures.
- (d) Maintain records or contribute to the recording on agreed activities with other trades.

OUTCOME 3

Confirm occupational methods of work in the workplace.

Performance Criteria

- (a) Record or contribute to the recording of risk assessments.
- (b) Record or contribute to the programme of work.
- (c) Record or contribute to methods of work to meet health and safety requirements.
- (d) Record or contribute to methods of work to meet project criteria.

OUTCOME 4

Conform to general workplace safety.

Performance Criteria

- (a) Report or contribute to the recording of record hazards in the workplace.
- (b) Use personal protective equipment to current legislation.
- (c) Adhere to health and safety notices and signs in the workplace.
- (d) Maintain a secure workplace.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. Sufficient evidence for this Unit can be generated through the completion of a workplace evidence report relevant to the candidates specific craft area during their Modern Apprenticeship programme.

Written and/or oral evidence is required to show that the candidate has achieved the standards specified in the Performance Criteria in all Outcomes. Candidates will be observed to show that they can confirm work activities and resources, develop and maintain good working relationships, and conform to general workplace safety. Evidence for all Outcomes must be generated in a real workplace environment within the candidates specific craft area. A suitable method of recording candidate achievement such as the SQA Workplace Evidence Report must be used to confirm that the candidate has achieved all Outcomes to the standards specified in the Performance Criteria.

Confirm Work Activities and Resources	Yes	No
Contribute to or Record		
Tools, materials, components		
Project activities		
External Factors		
Alterations		
Inform management of changes		
Develop and Maintain Good Working Relationships	Yes	No
Contribute to or Record		
Information about work activities		
Time Scales		
Health & Safety Requirement		
Method of Work		
Co-ordination of work procedures		
Notes on agreed activities		
Confirm the Occupational Method of work	Yes	No
Contribute to or Record		
Risk Assessments		
Programme of work		
Methods to meet Health & Safety		
Project criteria		
Conform to General work Place safety	Yes	No
Hazards-reported/recorded		
PPE used to legislation		
Adherence to notice/sign		
Security of the workplace		
Employment Skills are carried out throughout specific craft activities		

Candidates must work individually in all Outcomes.

Assessment of this Unit should be carried out whilst the candidate completes the practical activities specific to their craft and as identified in the Work Evidence Report.

National Unit Specification: statement of standards (cont)

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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 has been developed as a mandatory Unit in the Professional Development Award within the Construction Craft Modern Apprenticeship Programmes at SCQF level 6.

This Unit would be offered to candidates from the construction and related services industries. The skills and knowledge and understanding are transferable within different working environments but the Unit is primarily aimed at candidates whose normal place of work would be a site, workshop, or similar environment. It should be delivered as part of a structured programme of training and orientated to the context of the candidates work and area of responsibility.

The successful completion of this Unit will provide candidates with the required underpinning knowledge and employment skills relating to the working environment.

This employment skills Unit is specifically aimed at ensuring the candidate gains the relevant experience and exposure to a real working environment. While there are opportunities to incorporate the skills and ethos of this Unit throughout the full PDA programme, it should be clear that evidence must come from a real work environment opposed to a realistic training environment.

Health and safety and sustainability are integral and key to the construction industry therefore throughout the Unit emphasis will be placed where appropriate on the application of health and safety and sustainability. Safety working practices should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability, impact of not implementing sustainability on the environment and the legislation promoting sustainability.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Though the evidence for this Unit must be gathered within the candidate's workplace, learning and teaching for this Unit should be a combination of workplace and classroom learning.

Candidates should be made aware of the activities and resources associated to their specific craft area and the importance of contributing and maintaining good working relationships in the workplace and also in the college training environment throughout the rest of their PDA. The importance of recording or contributing to methods of work, risk assessments and general workplace safety must be stressed.

The candidate should be given the opportunity to further develop their skills through visual aids, electronic presentations, reference books, classroom exercises and group discussions.

National Unit Specification: statement of standards (cont)

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

The Core Skill of *Problem Solving* could be developed to SCQF level 4 as candidates undertake this Unit. Candidates will need to take account of a range of factors in order to work efficiently and safely, such as the choice of tools, appropriate materials, safety issues, safety equipment and sustainability. Individual discussions with assessors will enhance the evaluation of efficient working practices.

There are opportunities for candidates to develop *Working with Others* to SCQF level 4 in all Outcomes. Candidates contribute to or record activities or resources for the workplace in Outcome 1 and can further develop working with others by developing and maintaining working relationships in the workplace in Outcome 2, contributing to or record risk assessments in Outcome 3 and by reporting hazards in the workplace in Outcome 4.

Numeracy skills could be developed to SCQF level 3 through the recording of resources required in Outcome 1 and the completion of practical activities in the candidate's workplace.

Candidates could have the opportunity to develop *Communication* to SCQF level 3 through developing and maintaining working relationships in Outcome 2 and through the communication required to complete the practical activities within the candidate workplace.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Centres are advised to use the SQA Work Evidence Report which has been developed centrally by the SQA. Completion of the SQA Work Evidence Report will provide sufficient evidence to achieve all Outcomes. Any other instruments of assessment used must be comparable to the Work Evidence Report and have been through prior verification. Evidence for this Unit must be generated in the candidate's workplace.

Outcome 1

This Outcome will be assessed through the candidate completing or contributing to the recording of tools, materials and components and project activities within the workplace. Candidates will also be assessed through completing or contributing to the recording of external factors influencing the workplace and informing management of alterations and changes to the work. All evidence for this Outcome must be generated in the candidate's workplace and be specific to their craft. Assessment should show that the candidate has achieved all Performance Criteria in this Outcome.

Outcome 2

The candidates are required to contribute to or record information about workplace activities, timescales and demonstrate methods of work to meet health and safety requirements. Candidates will also be assessed through co-ordinating with other trades on work procedures and contributing to or maintaining records on agreed activities with other trades. All evidence for this Outcome must be generated in the candidate's workplace and be specific to their craft. Assessment should show that the candidate has achieved all Performance Criteria in this Outcome.

National Unit Specification: statement of standards (cont)

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Outcome 3

The candidates are required to record or contribute to the recording of risk assessments programme of work methods to meet health and safety requirements and methods of work to meet project criteria. All evidence for this Outcome must be generated in the candidate's workplace and be specific to their craft. Assessment should show that the candidate has achieved all Performance Criteria in this Outcome.

Outcome 4

The candidates are required to report or contribute to the recording of record hazards in the workplace, use personal protective equipment to current legislation, adhere to health and safety notices and signs in the workplace and maintain a secure workplace. All evidence for this Outcome must be generated in the candidate's workplace and be specific to their craft. Assessment should show that the candidate has achieved all Performance Criteria in this Outcome.

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 Communication 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)*.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements