



## National Unit Specification: general information

**UNIT**           Assisting with Arranging and Securing Loads (SCQF level 5)

**CODE**          F6LX 11

### SUMMARY

This Unit provides candidates with an introduction to the key principles and techniques of arranging and securing loads for transport within a construction environment. It provides a practical opportunity to assist colleagues with arranging and securing specified loads. This will include learning how to communicate appropriately with colleagues during the work, using the correct terminology and adhering at all times to regulatory and legislative safety requirements. On completion of this Unit, candidates will understand the importance of undertaking the necessary pre- and post-use safety checks, and be able to identify weights and centres of gravity of loads, ensuring they are secure before they are moved. This Unit is suitable for candidates working towards a Modern Apprenticeship in the Construction Operative and Specialist suite.

### OUTCOMES

- 1 Identify the correct requirements for arranging and securing a specified load.
- 2 Establish the characteristics of a load before it is secured for transport.
- 3 Work with colleagues to arrange and secure a specified load.

### RECOMMENDED ENTRY

While entry to this Unit is at the discretion of the centre, candidates undertaking a National Progression Award at SCQF level 5, as part of a Modern Apprenticeship, must meet the necessary criteria which includes being employed in the relevant industry.

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#### Administrative Information

**Superclass:**       TK

**Publication date:** May 2009

**Source:**            Scottish Qualifications Authority

**Version:**          01

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## **National Unit Specification: general information (cont)**

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### **CREDIT VALUE**

1 credit at SCQF level 5 (6 SCQF credits at 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.

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

- ◆ *Numeracy* (SCQF level 3)
- ◆ *Working with Others* (SCQF level 3)
- ◆ *Communication* (SCQF level 3)
- ◆ *Problem Solving* (SCQF level 3)

## **National Unit Specification: statement of standards**

### **UNIT      Assisting with Arranging and Securing Loads (SCQF level 5)**

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**

Identify the correct requirements for arranging and securing a specified load.

##### **Performance Criteria**

- (a) Identify different types of equipment and machinery, their uses and characteristics.
- (b) Establish technical information about the specified load from work schedules, method statements, manufacturer's guidelines and other relevant documentation.
- (c) Select appropriate personal protective equipment (PPE) for the specified task, in accordance with organisational requirements.

#### **OUTCOME 2**

Establish the characteristics of a load before it is secured for transport.

##### **Performance Criteria**

- (a) Establish the weight of a specified load.
- (b) Identify the centre of gravity, integrity and shape of a specified load.
- (c) Identify any apparent damage or defects before the load is secured.

#### **OUTCOME 3**

Work with colleagues to arrange and secure a specified load.

##### **Performance Criteria**

- (a) Undertake pre-use safety checks of the equipment and machinery.
- (b) Identify and communicate to colleagues any hazards, underground and overhead utilities apparatus to avoid within the work area.
- (c) Assist colleagues with the correct arrangement and security of the specified load.
- (d) Comply with all current workplace safety and legislative requirements.
- (e) Dispose of waste in accordance with legislative requirements.

## **National Unit Specification: statement of standards (cont)**

### **UNIT       Assisting with Arranging and Securing Loads (SCQF level 5)**

#### **EVIDENCE REQUIREMENTS**

Candidates are required to produce evidence to confirm that they have achieved all Outcomes and Performance Criteria outlined in this Unit.

Performance evidence is required to demonstrate the candidate has achieved the standard specified in the Outcomes and Performance Criteria for Outcomes 1, 2 and 3. Performance evidence must be supplemented with an assessor observation/operational checklist and produced at an appropriate interval in training, under supervised conditions, once the candidate has developed the necessary skills and knowledge required to carry out the work.

When carrying out the activity for assessment, the candidate should use the correct manual handling techniques for the specified task, and be required to use one of the following for arranging and securing materials and plant machinery:

- ◆ Loader or Securer for moving plant such as:
  - Wheeled machinery
  - Tracked machinery
  - Rolling machinery

As part of the assessment for this Unit, the candidate will also submit written product evidence such as a works checklist or completed risk assessment form. Oral evidence of knowledge and understanding may be demonstrated by the candidate during practical assignments set for Outcomes 1, 2 and 3 and noted at the time by the observer.

## National Unit Specification: support notes

### UNIT      Assisting with Arranging and Securing Loads (SCQF level 5)

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

While the exact time length allocated to this Unit is at the discretion of the centre, the notional design length is 40 guided learning hours.

#### **GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT**

The Outcomes and Performance Criteria for this Unit can be demonstrated by the candidate using one of the following for arranging and securing materials and plant machinery:

- ◆ Loader or Securer for moving plant such as:
  - Wheeled machinery
  - Tracked machinery
  - Rolling machinery

Candidates may also be required to use restraints and accessories such as steel wire rope, chain, straps, web hooks, shackles and clamps.

The content and context of this Unit has been set at an introductory level so that the candidate can develop a basic knowledge and ability in securing and arranging loads for transport within a construction environment.

Health and Safety are vital to working practices within the construction industry and therefore, emphasis will be placed wherever appropriate during the delivery of this Unit on the correct application of Health and Safety principles and processes, in accordance with current codes of practice and legislation.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

These notes are for guidance purposes only, but are not to be considered as complete guidance to learning and teaching approaches.

Opportunities for integrated delivery of this Unit may be possible if candidates are also taking the NPA in Plant Operations optional Unit in *Laying and Finishing Concrete, Assisting with Erecting and Dismantling Access Equipment, Forming Concrete Structures, Guiding Moving Loads and Machinery*. Delivery may also be integrated with all mandatory Units.

The introductory training for this Unit should take place in a separate training area independent of the productive work environment and using dedicated equipment and resources and cover underpinning principles before any practical application of knowledge is carried out by candidates.

Delivery of this Unit will be focused on developing candidates' knowledge and understanding of the techniques and principles relating to the security of loads. This will include ensuring candidates learn about the different characteristics and applications of loading equipment and machinery, using the correct terminology and understanding the appropriate procedures for carrying out pre-use checks for damage or defects before operations commence. Emphasis will also be placed on the importance of candidates accurately being able to understand and interpret the information provided within work schedules, method statements and manufacturer's guidelines.

## National Unit Specification: support notes (cont)

### UNIT           Assisting with Arranging and Securing Loads (SCQF level 5)

It will be important that candidates are given the opportunity during this Unit to learn how to accurately perform the relevant checks required to identify the weight, density, centre of gravity, integrity and shape of a specified load.

During delivery of the practical components of this Unit, emphasis should be placed on ensuring candidates understand the requirements for weight distribution and securing of loads. It should ensure that candidates know to adhere to relevant Health and Safety regulations and legislation relating both to working practices within the construction environment, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

E-learning approaches may be appropriate to help tailor delivery to suit the individual needs or learning styles of candidates. This might include, for example, encouraging learners to use electronic resources to conduct research into a specific knowledge area.

### OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Candidates will be need to apply the Core Skill of *Numeracy* (SCQF level 3) when establishing the weight of the specified load (Outcome 2). The identification of appropriate equipment or machinery for the task, and the interpretation of work schedules and method statements will require candidates to think critically, plan and organise their work accordingly — key aspects of the Core Skill of *Problem Solving* (Outcomes 1 and 2).

The opportunity for the Core Skill *Working with Others* (SCQF level 3) will be provided as candidates perform pre-use checks of the equipment, machinery, work area and specified load and communicate results of these checks to colleagues. It will also be vital to be able to work closely and effectively with others when assisting colleagues with carrying out the arrangement and security of a load (Outcomes 1, 2 and 3).

Throughout this Unit, candidates will be expected to develop the Core Skill of *Communication* (SCQF level 3) within the work environment, for example to inform others of any safety considerations and to follow instructions during the task itself, using the correct terminology and a tone appropriate to the workplace. In addition, assessment processes may enable candidates the opportunity to develop their Written Communication skills.

### GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Centres may use the Instruments of Assessment they consider to be most appropriate, and the following notes are given as guidance only.

Opportunities for integrated assessment of this Unit may be possible if candidates are also taking the NPA in Plant Operations optional Units in *Laying and Finishing Concrete*, *Assisting with Erecting and Dismantling Access Equipment*, *Forming Concrete Structures*, *Guiding Moving Loads and Machinery*. Assessment may also be integrated with all mandatory Units.

## National Unit Specification: support notes (cont)

### UNIT           Assisting with Arranging and Securing Loads (SCQF level 5)

Underpinning knowledge for arranging and securing loads should be assessed before any practical assignments are carried out by candidates. This will include assessment of a candidate's ability to select the correct equipment for a specified task. Assessment of practical performance should take place under supervised conditions and confirm a candidate's ability to carry out basic tasks using the correct machinery, techniques and accessories, whilst adhering to Health and Safety regulations and legislation.

Outcomes 1, 2 and 3 may be assessed by centres setting candidates a series of appropriate practical assignments carried out under supervised conditions and recorded in an assessor observation/operational checklist. Practical assignments undertaken by a candidate will be assessed according to their ability to carry out the task safely, using appropriate machinery according to manufacturer's guidelines.

Adherence to appropriate working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the candidate towards all 3 Outcomes.

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)*.

### **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](http://www.sqa.org.uk/assessmentarrangements)