



## National Unit Specification: general information

**UNIT**           Contribute to the Provision of a Safe Work Environment  
(SCQF level 5)

**CODE**          F6M0 11

### SUMMARY

This Unit is suitable for candidates working towards a Modern Apprenticeship in Construction Crafts and will develop the candidate's skills in safe working practices. This Unit is designed to provide candidates with knowledge and understanding of current health and safety practices and how to apply these practices in the workplace. The delivery and assessment of this Unit should be integrated with that of the delivery and assessment of appropriate Construction Craft Units within the Professional Development Awards in Construction Crafts. Candidates who complete this Unit can feel confident to progress on a wide range of practical activities in the construction environment where Health and Safety will always be one of the main priorities.

### OUTCOMES

- 1    Demonstrate knowledge and understanding of safe working practices in the construction industry.
- 2    Use safe working practices during practical activities.
- 3    Use the appropriate Personnel Protective Equipment (PPE) during practical activities.

### RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates undertaking the Professional Development Awards in Construction Crafts at SCQF level 6 must meet the requirements of the Modern Apprentices which include being employed in the relevant craft industry.

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#### Administrative Information

**Superclass:**        PL

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

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### **CREDIT VALUE**

0.5 credit at Intermediate 2 (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 or Core Skill components in this Unit. Opportunities for developing aspects of Core Skills are highlighted in Support Notes of this Unit.

There are opportunities in this Unit to develop aspects of the following Core Skills:

- ◆ Problem Solving at SCQF level 4
- ◆ Working with others at SCQF level 4
- ◆ IT at SCQF level 3
- ◆ Numeracy at SCQF level 4
- ◆ Communications at SCQF level 4

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

### **UNIT           Contribute to the Provision of a Safe Work Environment (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**

Demonstrate knowledge and understanding of safe working practices in the construction industry.

##### **Performance Criteria**

- (a) Identify safe working methods appropriate to the given task.
- (b) Identify accident reporting procedures.
- (c) Describe manual handling techniques.
- (d) Explain methods of using hand and power tools correctly.
- (e) Identify the correct use of Personal Protective Equipment (PPE).
- (f) Demonstrate an understanding of risk assessment.

#### **OUTCOME 2**

Use safe working practices during practical activities.

##### **Performance Criteria**

- (a) Carry out a risk assessment.
- (b) Wear the appropriate PPE at all times.
- (c) Use safe manual handling techniques at all times.
- (d) Use hand tools correctly at all times.
- (e) Select the correct methods of moving materials.
- (f) Comply with safe working practices at all times.

#### **OUTCOME 3**

Use the appropriate Personnel Protective Equipment (PPE) during practical activities.

##### **Performance Criteria**

- (a) Select the appropriate PPE for the task to be undertaken.
- (b) Wear the appropriate PPE correctly.
- (c) Store the PPE correctly after use.

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

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### **EVIDENCE REQUIREMENTS FOR THIS UNIT**

These Evidence Requirements will be met by the completion of the Training and Assessment Programme (TAP) relevant to the candidates craft discipline.

Evidence is required to demonstrate that the candidates have achieved this Unit to the standard specified all Outcomes and Performance Criteria.

Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved Outcome 1 to the standard specified in the Performance Criteria. Candidates will be required to demonstrate their knowledge of terminology, safety and practices by successful completion of question papers relating to the safe work environment. The assessments will be conducted under controlled, supervised conditions.

Performance evidence supplemented with an assessor observation checklist/record should be used to show that the candidate has achieved Outcomes 2 and 3 to the standard specified in the activities. Each candidate will be observed in their knowledge and compliance of health and safety procedures including carrying out a risk assessment, the use of appropriate PPE, manual handling methods, correct use of tools and awareness of safe working practices.

Assessment of this Unit should be completed over a period of time and evidence should be gathered at appropriate intervals.

## **National Unit Specification: support notes**

### **UNIT           Contribute to the Provision of a Safe Work Environment (SCQF level 5)**

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 as part of the Professional Development Award in TAP at SCQF level 6.

The successful completion of this Unit will provide candidates with the required underpinning knowledge and understanding relating to safe work environment with specific knowledge in health and safety.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Construction and will develop the candidate's skills on health and safety issues. The 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.

All good workshop and industrial practices require to be firmly established at this stage of the candidate's development.

The learning environment for this Unit will be a combination of classroom and workshop based learning. The knowledge element would be taught in a classroom environment and put into practice in the workshop in conjunction with practical based Unit delivery.

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**

The delivery should be based on a knowledge learning approach and should expose candidates to health and safety requirements in the construction industry. Learning and teaching approaches should include highlighting the relevant legislation and the encouragement to ensure that these construction industry requirements are adhered to at all times in the working environment.

The candidate is required to develop their ability to approach any practical task in a safe and efficient manner. This will require an integrated teaching and learning approach to be used during any practical activities undertaken. The teaching of how to select PPE for a given task is important. It is also necessary to demonstrate how to locate and place materials in a manner which ensure maximum safety in the workplace. The importance of taking care of PPE at all times must be emphasised throughout. All of these activities should occur naturally while working through the TAP. Health and safety must be emphasised at all times throughout the learning and teaching processes.

## National Unit Specification: support notes (cont)

### UNIT            Contribute to the Provision of a Safe Work Environment (SCQF level 5)

Opportunities should be taken throughout delivery of this Unit to meet the requirements of generic Units of the Training and Assessment Programme including:

- ◆ *Conform to General Workplace Safety*
- ◆ *Confirm Work Activities and Resources for the Work*
- ◆ *Develop and Maintain Good Working Relationships*
- ◆ *Confirm the Occupational Method of Work*
- ◆ *Conform to Efficient Working Practices*
- ◆ *Move and Handle Resources*

### OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Elements of the Core Skills of *Problem Solving*, that is, Planning and Organising, Critical Thinking, Reviewing and Evaluating, will be developed and enhanced as candidates undertake the Unit. Identifying and taking account of a range of factors including appropriate Personnel Protective Equipment, available resources, safety issues and sustainability is essential as candidates prepare to work efficiently. Group discussion may be useful in the preparatory stages of practical activities although candidates have to independently demonstrate skills. Individual discussions with the assessor to review and reinforce evaluation of efficient working practice may be particularly useful.

As they demonstrate safe working practices candidates should be encouraged to carry out basic calculations and measurements as part of checking a safe working environment and to keep simple records, including sketches, if appropriate. Numeracy skills should be enhanced, with the focus throughout on practical applications using number and graphics.

Evidence for Outcomes 2 and 3 is generated through observation of practical skills. There are opportunities to additionally enhance co-operative working skills as candidates discuss safety issues and undertake practical activities, if they are encouraged as a group to:

- ◆ identify the main task needed to make up practical activities being undertaken
- ◆ agree allocation of responsibilities, building on strengths and preferences of individuals
- ◆ seek and provide information and support to each other as needed
- ◆ referring to evidence, identify the strengths and any weaknesses of their own contribution to activities

Although skills in Communication are not formally assessed candidates should access and present written and oral information to a standard acceptable in the construction industry. Skills in accessing and evaluating a range of sources could also be developed, so that candidates are able to consult current safety law, advice and information with confidence. Formative work for the Unit could include group discussion around case studies of workplace health and safety events. Such an approach could improve oral skills and be beneficial to candidates. An awareness of the purposes and uses of safety and accident reports should mean that candidates are able to record basic information accurately and objectively, using correct terminology and appropriate tone and style.

## **National Unit Specification: support notes (cont)**

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### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

The TAP provides the assessment material for this Unit and it is advised to use the TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been through prior verification.

#### **Outcome 1**

The candidate's knowledge and understanding of safe working practices is assessed through sets of multiple choice questions throughout the TAP covering all Performance Criteria in Outcome 1. Assessments should be conducted under controlled environment under supervised conditions. Assessments should show that the candidate has achieved all Performance Criteria and reassessment of any area of this Outcome can be conducted through an oral question/answer session.

#### **Outcome 2 and 3**

These Outcomes are assessed while the candidate works through the TAP appropriate to their construction discipline. The candidate will be assessed on their compliance of health and safety legislations in the construction industry including carrying out a risk assessment, the correct use of PPE, safe working practices, manual handling methods and the correct and safe use of tools. An assessor observation checklist/record can be used to record this evidence.

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