



National Unit Specification: general information

UNIT Work Environment Maintenance (SCQF level 4)

CODE F6T1 10

SUMMARY

This Unit allows the candidate to become acquainted with the knowledge and skills required to perform certain practical tasks for maintaining and improving the work environment. It provides the opportunity to become acquainted with the required tools and materials for accomplishing these tasks, both as an individual and on a group basis.

OUTCOMES

- 1 Identify and utilise tools used for maintaining the work environment.
- 2 Undertake a maintenance task within a work environment.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at SCQF level 4 (3 SCQF credit points at SCQF level 4*).

**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.*

Administrative Information

Superclass: PL

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National Unit Specification: general information (cont)

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CORE SKILLS

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

There are opportunities for Core Skill development; these are highlighted in the Support Notes of this Unit Specification.

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

Identify and utilise tools used for maintaining the work environment.

Performance Criteria

- (a) The identification of tools used for maintenance is correct.
- (b) The handling and use of tools is carried out in accordance with health and safety regulations and guidelines.
- (c) The care and cleaning of tools used for maintenance is correct.

OUTCOME 2

Undertake a maintenance task within a work environment.

Performance Criteria

- (a) The selection of tools, materials and equipment is appropriate to the task
- (b) The completion of the task is carried out with due reference to health and safety regulations and good working practice.
- (c) The completion of the task is in accordance with instructions.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

All relevant operational procedures undertaken in this Unit must adhere to current legislation, regulations, codes of practice and manufacturers' recommendations where appropriate.

Written and/or oral recorded evidence is required to demonstrate that candidates have met the requirements of all Outcomes and Performance Criteria (PC).

Outcome 1 — Performance evidence

- (a) The candidate will be required to identify five tools as used in their job situation.
- (b) The candidate will be required to demonstrate the correct usage of the tools identified in part (a) in accordance with recognised health and safety regulations and guidelines.
- (c) The candidate will be required to perform the correct cleaning routines on tools identified in part (a).

Outcome 2 — Performance evidence

The candidate will be set a practical task to test the application of knowledge and skills required to undertake a task.

This should cover:

- ◆ Tool selection
- ◆ Inspection of tools to ensure their fitness for use
- ◆ Preparation of powered equipment
- ◆ Correct utilisation
- ◆ Tool/equipment care
- ◆ Standard of work and work carried out in a reasonable time

Centres must be satisfied that the evidence submitted is the work of individual candidates.

When using Performance Evidence, assessor observation checklists and other assessment records should be maintained and kept up to date to keep track of candidate progress and to provide evidence for internal and external verification purposes.

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 is an optional Unit within the National Certificate in Animal Care at SCQF level 5, but may also be taken as a free-standing Unit.

This Unit is aligned to the following Lantra, Sector Skills Council's National Occupational Standard (NOS) Units:

- (CU1) Maintain safe and effective working practices
- (CU3) Promote, monitor and maintain health, safety and security
- (CU5) Develop personal performance and maintain working relationships
- (CU7) Receive, transmit and store information within the workplace
- (CU21) Construct new structures and surfaces

Within Outcome 1, the candidate must be familiar with tools which are used for maintaining the work environment and gain experience in their maintenance. The candidate must be aware of the health and safety requirements governing their use and have knowledge of the required precautions to be taken in operating them. Hand tools could include:

- ◆ Screwdrivers
- ◆ Hammers
- ◆ Pliers
- ◆ Shovels
- ◆ Trowels
- ◆ Heat guns
- ◆ Sanders
- ◆ Grinders
- ◆ Power drills

Mechanised tools could include:

- ◆ Lawn mowers
- ◆ Strimmers
- ◆ Power washers

National Unit Specification: support notes

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Awareness of statutory regulations on the wearing of protective clothing and equipment and to the operation of machinery.

Tasks could include:

- ◆ Refurbishing an item of wooden construction
- ◆ Refurbishing an item of metal construction
- ◆ Treating a wooden fence or structure
- ◆ Painting (interior/exterior)
- ◆ Replenishing flower planters or baskets
- ◆ Maintenance of grass areas.

The importance of servicing mechanised tools on a daily and weekly basis following manufacturers' recommended procedures should be stressed.

The manufacturers' operating manual instructions should be followed at all times.

Within Outcome 2 suitable tools, materials and equipment should be selected for the maintenance tasks to be undertaken. Work should be completed to an acceptable standard in a reasonable timescale.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit should be delivered by practical activity. Candidates can work as a group to complete projects but must be assessed individually. Tasks/projects should be selected according to the abilities of the candidates and the industries the candidates anticipate entering.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

There may be opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Communication, Numeracy, Problem Solving and the *Working with Others* (SCQF level 4) components will be some of the Core Skills used in this Unit.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Outcome 1

- (a) The candidate will be required to identify five tools as used in their job situation. This could be by means of an identification exercise. Numbered examples of individual tools could be presented to candidates. Care should be taken to prevent candidates guessing or working out answers by elimination.
- (b) The candidate will be required to demonstrate the correct usage of the tools identified in part (a) in accordance with recognised health and safety regulations and guidelines. Demonstration of the use of tools could be part of a practical exercise. Observation checklists should cover standards required in terms of correct handling and use of tools as well as their care and operator safety.
- (c) The candidate will be required to perform the correct cleaning routines on tools identified in part (a) Demonstration of the cleaning of tools could be part of a practical exercise. Observation checklists should cover standards required in terms of correct standards as well as operator safety.

Outcome 2

The candidate will be set a practical task to test the application of knowledge and skills required to undertake a task. The undertaking of the task could be assessed by a performance checklist. This should cover tool selection, inspection of tools to ensure their fitness for use, preparation of powered equipment, correct utilisation, tool/equipment care, standard of work and work carried out in a reasonable time. If candidate work is carried out in a group care must be taken to ensure that all candidates are assessed as individuals.

Time should be allowed for any necessary re-assessment.

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