



## **National Unit specification: general information**

**Unit title:** Rural Estate Maintenance

**Unit code:** H094 10

**Superclass:** SL

**Publication date:** December 2011

**Source:** Scottish Qualifications Authority

**Version:** 01

### **Summary**

This Unit will enable candidates to assist with the basic repair and maintenance of built structures, man-made landscape features and buildings typical of selected vocational areas. Candidates will learn to select tools, equipment and materials and use them safely and appropriately by assisting with maintenance activities relevant to entry level employment in rural industries. The Unit will also involve candidates in carrying out a risk assessment and in describing the procedures and assisting with completing repair and maintenance tasks.

This Unit would be suitable for candidates wishing to develop a career or supplement their knowledge and practical skills base within land-based industries. This is a mandatory Unit in the National Certificate in Rural Skills at SCQF level 4. It is also available as a free standing Unit.

### **Outcomes**

- 1 Assist with planning routine maintenance tasks.
- 2 Produce a simple risk assessment.
- 3 Assist with routine maintenance tasks safely.

### **Recommended entry**

Entry is at the discretion of the centre. Candidates do not need any prior knowledge or experience of estate work. However, an interest in outdoor, practical work or previous experience of estate maintenance would be an advantage.

## **General information (cont)**

### **Credit points and level**

1 National Unit credit at SCQF level 4: (6 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.*

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

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

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

### **Unit title: Rural Estate Maintenance**

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. All activities carried out must comply with current Health and Safety legislation.

#### **Outcome 1**

Assist with planning routine maintenance tasks.

##### **Performance Criteria**

- (a) Assist with identifying the required procedures required and arranging them in logical order as a project.
- (b) Identify tools, equipment and materials required for the project.
- (c) Produce a simple action plan for carrying out the project according to safe working practices.

#### **Outcome 2**

Produce a simple risk assessment.

##### **Performance Criteria**

- (a) Identify risks and hazards using a risk assessment form.
- (b) Describe control measures to be taken to reduce risks and minimise hazards using a risk assessment form.

#### **Outcome 3**

Assist with routine maintenance tasks safely.

##### **Performance Criteria**

- (a) Assist with preparing the work area.
- (b) Collect tools, equipment and materials required for the specified tasks
- (c) Assist with carrying out the tasks safely.
- (d) Tidy the site, clean and store tools and materials and dispose of waste in accordance with safe working practices and industry best practice.

## National Unit specification: statement of standards (cont)

**Unit title:** Rural Estate Maintenance

### Evidence Requirements for this Unit

Performance and product evidence under supervised open-book conditions is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria at a standard appropriate for basic entry level skills. In particular, attention should be paid to enabling candidates to achieve an acceptable standard of safety, cleanliness, tidiness and quality of appearance of the finished product in the routine maintenance of an estate. All activities must be carried out in accordance with current Health and Safety legislation with particular emphasis on safe working practices.

A holistic approach to assessment and gathering of evidence throughout the Unit is encouraged wherever possible.

**Outcome 1** — Performance and product evidence must be provided to demonstrate that the candidate can: assist with making decisions on the procedures required and their order of completion and on the selection of tools, equipment and materials for a minimum of two maintenance tasks. Candidates will use this information for the production of a simple action plan for each of these tasks.

The assessment will be carried out under open-book supervised conditions.

**Outcome 2** — Performance and product evidence must be provided.

Candidates will be provided with a simple risk assessment form and are required to carry out a basic risk assessment and fill in a form for a minimum of one specific maintenance task (as in Outcome 1 or 3). They must:

- ◆ identify hazards and risks.
- ◆ describe measures for minimising hazards and risks, including listing the personal protective equipment required for the task.

The assessment will be carried out under open-book supervised conditions.

**Outcome 3** — Performance and product evidence must be provided.

Candidates must take part in a minimum of two routine maintenance tasks according to the requirements of the Performance Criteria. They must keep a record of what was done at each stage of the project and of their contribution to meeting the Performance Criteria.

The assessment will be carried out under open-book supervised conditions.

## National Unit specification: support notes

### Unit title: Rural Estate Maintenance

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 40 hours.

### Guidance on the content and context for this Unit

This Unit focuses on the repair and maintenance of existing features, structures and buildings and has a different emphasis from the Unit *Construct Rural Features and Structures* (SCQF level 4) which focuses on the construction of new features or structures.

A wide range of maintenance tasks across a wide variety of rural situations would be appropriate for this Unit. Examples of suitable tasks from different areas might include: repairing a stable door, painting a window frame, sanding and preserving a picnic table, repairing a boardwalk, re-pointing a wall, checking a water supply, maintaining a path, repairing a poly tunnel.

The Unit can be used in a wide range of rural skills contexts and focuses on the safe use of tools, equipment and materials to assist with basic repair or maintenance tasks, planning and describing procedures and carrying out a simple risk assessment for a maintenance task.

Centres must ensure that health and safety issues are emphasised throughout the Unit and that candidates carry out tasks according to safe working practices and are provided with and use personal protective equipment (PPE) appropriate for the tasks and working environment.

The importance of protective clothing, safety regulations, safe working practices and procedures and legal requirements should be emphasised at all times. Some time should be spent on the identification, purpose, safe use and care of basic hand tools. The value of completing records of work should also be emphasised as part of the normal routine. Records should include time taken and materials and quantities used, health and safety issues as well as details of the tasks themselves.

The Unit should be candidate-centred and focus on tasks that develop practical skills and underpinning knowledge required to provide basic transferable estate maintenance skills that are appropriate to a wide range of situations. Candidates should be introduced to a range of tools, methods and materials and supported in learning the skills and understanding to carry out a range of tasks covering each Outcome. The range of tasks covered will depend upon the situation or rural skills area or context and where possible should go beyond the minimum required for assessment evidence and cover a variety of tasks and materials.

This Unit aligns to the following National Occupational standards from Lantra:

- CU16 Assist with maintaining structures and surfaces
- CU1 Maintain safe and effective working practices
- CU24 Install, maintain and repair site furniture and structures

## **National Unit specification: support notes**

**Unit title:** Rural Estate Maintenance

### **Guidance on learning and teaching approaches for this Unit**

Centres must ensure that health and safety issues are emphasised throughout the Unit and that candidates carry out tasks according to safe working practices and are provided with and use personal protective equipment (PPE) appropriate for the tasks and working environment.

The Unit should be candidate-centred and focus on developing basic practical transferable skills that are appropriate to a wide range of rural maintenance situations.

Centres must provide an appropriate environment in which the candidates can experience a suitable range of tasks to meet the requirements of the Unit. The importance of health and safety should be highlighted throughout the Unit.

The delivery of this Unit should be activity based. The learning and teaching approaches adopted and the time required will be determined by the individual needs of the candidate. Demonstrations should be followed by supervised participation until confidence and competence increases. Eventually opportunities should be available for the candidate to work in small groups or individually.

Skills should be demonstrated to the candidates and support and guidance given as they prepare for, carry out and keep records of the tasks. Throughout the Unit the reasoning behind each task and the underpinning knowledge required to support development of the basic skills should be covered and formative questioning used to help embed knowledge.

The emphasis should be on the development and understanding of basic practical skills, the use of tools and materials and safe and well organised working practices.

Group discussion, team working activities and individual responsibilities will play an important part in the delivery of the Unit and will provide opportunities for candidates to develop their communication, working with others and employability skills. Due to the practical and variable nature of the work there will also be opportunities for candidates to develop their problem solving skills and record how challenges were met. Candidates should also be encouraged to develop their numeracy skills where opportunities arise for example: measuring distance or area and calculating quantities of materials.

### **Guidance on approaches to assessment for this Unit**

Centres may use the instruments of assessment which are considered by tutor/trainers to be the most appropriate. Examples of instruments of assessment which could be used for all Outcomes would be open-book practical exercises assessed by tutor observation of activity supplemented by adequate checklists. Additional evidence should be provided in the form of written and/or oral evidence in the candidate's log book, diary or portfolio recording all relevant activities.

## National Unit specification: support notes (cont)

### Unit title: Rural Estate Maintenance

Due to the practical nature of the assessment it is suggested that candidates maintain some form of photographic or video record of performance along with written or oral records of tasks carried out. These might be kept in the form of a logbook, diary or portfolio of evidence on paper or in an electronic format. In addition to supporting candidates with their recording of evidence, the assessor should maintain an observation checklist that covers all the Outcomes and Performance Criteria for each candidate.

Candidates may wish to add additional (not required for assessment) information and notes to their records of evidence to develop their work beyond the minimum requirements of the Unit.

### 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)*.

### Opportunities for developing Core Skills

The Unit will provide opportunities to develop *Communication, Working with Others* and *Problem Solving* at SCQF level 4 during group discussions, planning, team working and practical activities and recording of evidence.

Candidates should also be encouraged to develop their numeracy skills where opportunities arise for example: measuring distance or area and calculating quantities of materials.

### 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)

## History of changes to Unit

Version	Description of change	Date

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