



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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

**Unit code:** H1H7

**Superclass:** TG

**Publication date:** May 2012

**Source:** Scottish Qualifications Authority

**Version:** 01

## **Summary**

This Unit is suitable for candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills and knowledge to install domestic floorcoverings. This Unit is designed to provide candidates with competence in the use of tools, equipment and suitable ancillaries to Install Domestic Floorcoverings and the ability to apply these skills in the workplace.

## **Outcomes**

- 1 Demonstrate knowledge and understanding of terminology and construction practices used in installing domestic floorcoverings.
- 2 Check and prepare background surfaces for installing domestic floorcoverings.
- 3 Condition and set out for installing domestic floorcoverings.
- 4 Install domestic floorcoverings to regular and irregular areas.

## **Recommended entry**

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

## National Unit specification: general information (cont)

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### Credit points and level

0.5 National Unit credits at SCQF level 6 (3 SCQF credit points at SCQF level 6\*).

*\*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

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill            None

Core Skill component        Critical Thinking at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

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 terminology and construction practices used in installing domestic floorcoverings.

#### **Performance Criteria**

- (a) State terminology relevant to domestic floorcoverings.
- (b) Identify and select construction practices and work methods used to install domestic floorcoverings.
- (c) Identify tools, equipment, PPE, ancillaries and materials required to prepare and install domestic floorcoverings.

### **Outcome 2**

Check and prepare background surfaces for installing domestic floorcoverings.

#### **Performance Criteria**

- (a) Check surface is satisfactory for installing domestic floorcoverings.
- (b) Select appropriate surface preparation material for the installation of the respective domestic floorcovering.
- (c) Prepare, apply and secure appropriate surface preparation materials required for associated floorcovering.
- (d) Comply with current Health and Safety including PPE during all work methods and activities.

### **Outcome 3**

Condition and set out for installing domestic floorcoverings.

#### **Performance Criteria**

- (a) Interpret information from drawings, specifications and information sources.
- (b) Condition respective domestic floorcovering in area to manufacturers instructions.
- (c) Measure and set out area to receive domestic floorcovering to the given specification.
- (d) Mark out starting points for the installation of the respective domestic floorcovering in accordance with specification.
- (e) Comply with current Health and Safety including PPE during all work methods and activities.

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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings  
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### **Outcome 4**

Install domestic floorcoverings to regular and irregular areas.

- (a) Interpret information from drawings, specifications and information sources.
- (b) Identify and install required ancillaries in accordance with the given specification.
- (c) Install domestic floorcovering in accordance with the given specification.
- (d) Protect finished work from damage.
- (e) Comply with current Health and Safety including PPE during all work methods and activities.

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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

### **Evidence Requirements for this Unit**

These Evidence Requirements will be met by the completion of the Floorcovering Training and Assessment Programme (TAP).

Evidence is required to demonstrate that the candidates have achieved this Unit to the standard specified in 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, domestic practices, tools, equipment and work methods by successful completion of a question paper relating to installation of domestic floorcoverings. This assessment will be conducted under controlled, closed-book supervised conditions.

Product and performance evidence is required to demonstrate that the candidate has achieved Outcomes 2, 3 and 4 to the standards specified in the Performance Criteria. Using the correct equipment and materials the candidate will install a range of domestic materials, including textiles and domestic vinyl sheet and tile flooring through the interpretation of drawings, specifications, schedules and manufacturers' information related to the work to be carried out. On completion the installation will be assessed using the standards provided. At all times the correct recommended Personal Protective Equipment (PPE) should be worn by the candidate and the correct procedures followed to prevent hazards identified by the method of work. Assessment of these Outcomes will be evidenced through observation of work processes and assessment of the completed work. Candidates must meet the given standards during the practical assessment. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.

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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

### Outcome 2 and 3

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Item</b>	<b>Measurement of standard</b>
Check condition of floor surface.	Floor surface free of damage or damage to surface identified.
Select appropriate surface preparation to make good.	Correct surface preparation selected for specific task.
Damp proof membranes.	Manufacturers recommended instructions.
Smoothing underlayments.	Manufacturers recommended instructions.
Timber based sheets.	Manufacturers recommended instructions.
Primer to skirting.	Maximum - 2mm.
Screed to skirting.	Maximum - 2mm.
Timber sheet to skirting.	Maximum - 2mm.
Primer to door check (per specification).	Maximum - 2mm.
Screed to door check (per specification).	Maximum - 2mm.
Timber sheet to door check (per specification).	Maximum - 2mm.
Set out timber sheet.	Staggered +/- 2mm.
Fixings for timber sheet (i.e. ring shank nails, screws, staples) 100mm-150mm centres.	+/- 10mm.
Hygrometer reading.	<75%RH
Condition floorcovering material.	Materials acclimatised for the correct period of time according to manufacturer's instructions.
Bisect area and establish centre line of work area.	Correct to within 2mm.
Set out and transfer starting point.	Correct to within 2mm.

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

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

### Outcome 4

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Item</b>	<b>Measurement of standard</b>
All domestic floorcoverings acclimatised.	All floorcoverings conditioned according to manufacturers recommendations.
Distance of gully allowed for gripper.	Correct to within 1mm of carpet thickness.
Gripper.	Pins facing towards skirting and free of damage.
Underlay to floor.	Secure with no rut or tears.
Underlay to gripper.	Maximum -2mm.
Set out textile to area.	Square to walls (from centre of area). Accurate to within 2mm. Pile straight, facing doorway.
Textile to skirting	Accurate maximum - 2mm.
Textile installed to area.	Textile fully stretched onto gripper. No fullness.
Resilient flooring cut to size.	Material cut +25mm min, +75mm max all sides.
Pattern aligned with walls and square.	+/-2mm.
Resilient flooring to skirting.	Accurate maximum -2mm.
Material fitted smooth/flush with background surface.	Fitted material free from bubbles and fullness in centre and perimeter.
Resilient tile set out square.	Centre marks correct +/-2mm.
Resilient tile fitted square.	Centre marks followed +/-2mm.
Resilient tile securely fitted.	Tiles fitted securely, adhered with no lapping.
Adhesives.	Manufacturers recommended and data sheets followed.
Serration on trowel.	Manufacturers recommended for material and conditions.
Cut and install door bars and fixings.	Accurate, securely fixed and correct position.
Protect work from damage.	At all times.
<b>Risk assessment</b>	
Safety boots	Worn at all times
Hard hat	Worn at all times
High visibility vest	Worn at all times
Gloves	Worn at all times
All other PPE	As risk assessed
<b>Method statement</b>	
Working area	Kept clear at all times
Materials	Stacked safely at all times
Tools (during working)	Handled correctly at all times
Tools (after work)	Cleaned and stored safely
<b>Sustainability</b>	
Waste	Kept to a minimum at all times
Recycling	Materials recycled whenever possible
Waste disposal	Waste disposed correctly/appropriately

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

### **Unit title: Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)**

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 in Floorcovering Occupations at SCQF level 6.

The successful completion of this Unit will provide candidates with the required knowledge and skills relating to installation practices associated with textile floorcoverings and domestic vinyl (sheet and tile) and the ancillaries associated with specific installations.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills in the installation of textiles and domestic resilient materials (sheet and tile). 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.

The Unit deals with setting out and acclimatising textile and domestic resilient (sheet and tile) materials, select and install correct underlay's and ancillaries and protection from damage to finished area throughout the installation of textile and domestic resilient flooring (sheet and tile) materials. It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and area of responsibility.

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 comply 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**

Candidates must be given the opportunity to further develop their skills in Installing Domestic Floorcoverings by learning about installation techniques for installing domestic floorcovering materials.

Candidate centred learning and teaching approach are encouraged with candidates actively participating in practical activities after lecturer demonstration of key construction practices and principles.

The use of effective questioning techniques to confirm understanding of salient learning objectives should be central to learning and teaching approaches used in classrooms or workshops.

Candidates should be encouraged to learn at their own pace with e-learning opportunities available to suit their preferred learning style.



## National Unit specification: support notes

### Unit title: Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

The use of e-learning as a teaching tool should be adopted by lecturers wherever possible to enable candidates to develop at their own pace using preferred learning styles.

Learning and Teaching approaches should ensure that candidates are acquiring the underpinning knowledge required for the Unit in tandem with undertaking practical workshop activities.

There are opportunities for candidates to develop co-operative working skills as the practical assessments may be carried out working individually or in pairs. Candidates should take equal responsibility for activities and provide support and information to each other during assessments. After assessment, they should be encouraged to consider how effectively they supported each other.

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

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

### Guidance on approaches to assessment for this Unit

Detailed assessment material for this Unit will be found in the Floorcovering Occupations Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the Floorcovering Occupations 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.

The candidates' knowledge and understanding of terminology and installation practices of Floorcovering Occupations will be assessed through a question paper.

Candidates should be given as much practice as possible in the installation of domestic floorcoverings and ancillaries, prior to being set the assessment. Evidence will be gathered for Outcomes 2, 3 and 4 through observation that the candidates have met the given standards and tolerances during the practical assessment. An assessor observation checklist should be used to record this evidence.

## National Unit specification: support notes (cont)

**Unit title:** Floorcovering Occupations: Install Domestic Floorcoverings (SCQF level 6)

### 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 social software. 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

Components of the Core Skill of *Problem Solving* at SCQF level 4, such as Planning and Organising and Critical Thinking will be developed 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 interpretation of drawings, choice of tools and appropriate materials, application of scientific principles, risk assessments, health, safety and welfare and a sustainable approach. Individual discussions with assessors will enhance the evaluation of productive work practices.

There are opportunities to develop the Core Skill of *Working with Others* at SCQF level 4, particularly in Outcomes 2, 3 and 4 as these practical assessments should be carried out individually or in pairs. Candidates can agree responsibilities and provide support and information to each other during the practical group activities.

Opportunities also arise for candidates to develop the Core Skill of *Information and Communication Technology* at SCQF level 3 by researching Health and Safety legislation affecting their area of work, manufacturer's instructions and specifications and interpretation of drawings.

*Numeracy* at SCQF level 4 could be enhanced through the knowledge evidence in the installation of domestic floorcoverings and the practical use of calculation and measuring scales required for teaching and learning assessments for Outcomes 1 to 4.

There will be opportunities for candidates to develop the Core Skills of *Communications* at SCQF level 4 through the knowledge part of the assessment for Outcomes 1 to 4. As candidates complete practical tasks in Outcomes 2, 3 and 4 they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace while interpreting drawings,

This Unit has the Critical Thinking component of Problem Solving embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5.

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

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### **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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