

National Unit Specification: general information

UNIT Efficient Construction Practices: An Introduction
(Intermediate 1)

CODE F1JR 10

SUMMARY

This Unit is suitable for candidates who have little or no experience in the Construction Industry and wish to gain knowledge and understanding of working practices to aid the in seeking and retaining employment in the Construction Industry. The Unit will help to develop the candidate's ability to work in an organised, safe and effective manner. Candidates who complete this Unit can feel confident about making good progress on a wide range of practical activities in the National Progression Award in Construction.

OUTCOMES

- 1 Select the tools required for given construction tasks.
- 2 Select and place in position the materials to be used for given construction tasks.
- 3 Demonstrate how to work in a safe and efficient manner at all times.
- 4 Store tools and materials on completion of tasks.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at Intermediate 1 level (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: TE

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CORE SKILLS

There are opportunities to develop the Core Skills of Problem Solving, Numeracy, Working with Others, and Communication at SCQF level 4 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

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 the Scottish Qualifications Authority.

OUTCOME 1

Select the tools required for given construction tasks.

Performance Criteria

- (a) The tools are checked for damage before selection.
- (b) The correct tools for the tasks are selected for the given task.
- (c) The tools are handled in a safe manner at all times.
- (d) The appropriate Personal Protective Equipment is worn at all times.
- (e) Health and safety requirements are fully complied with during all activities.

OUTCOME 2

Select and place in position the materials to be used for given construction tasks.

Performance Criteria

- (a) The correct materials are selected for the given task.
- (b) The correct quantity of materials is collected for the given task.
- (c) The materials are handled and transported in a safe manner.
- (d) The materials are put at the correct location for the task to be completed.
- (e) The appropriate Personal Protective Equipment is worn at all times.
- (f) Health and safety requirements are fully complied with during all activities.

OUTCOME 3

Demonstrate how to work in a safe and efficient manner at all times.

Performance Criteria

- (a) The work area is kept clear at all times.
- (b) Materials are kept tidy at all times.
- (c) Tools are taken care of throughout the working process.
- (d) Waste of materials is kept to a minimum.
- (e) The appropriate Personal Protective Equipment is worn at all times.
- (f) Health and safety requirements are fully complied with during all activities.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Store tools and materials on completion of tasks.

Performance Criteria

- (a) Tools are cleaned, stored, counted and checked correctly after use.
- (b) Materials are stacked and stored correctly.
- (c) The appropriate Personal Protective Equipment is worn at all times.
- (d) Health and safety requirements are fully complied with during all activities.
- (e) The working area is left in a safe and secure condition.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

Performance evidence supplemented with an assessor observation checklist/record should be used to show that the candidate has achieved all the Outcomes to the standard specified in the Outcomes and Performance Criteria. Each candidate will be observed in their knowledge and compliance of the correct use and care of tools and materials, safe working practices, minimal waste of materials, the upkeep of a tidy working area, efficient working and the correct use of PPE. This observation will be carried out during practical workshop experience and can therefore be integrated with any other practical based construction Unit delivery.

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

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

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 Unit has been developed as a mandatory Unit in the National Progression Award in Construction and can also be delivered as a freestanding Unit.

This Unit may be integrated with any of the optional Units in the National Progression Award in Construction ensuring that all Outcomes and Performance Criteria are covered.

The content and context for this Unit is set at a basic level while at the same time developing the abilities of the candidate to work in an organised and efficient manner. Candidate will be required to gain an understanding of the Construction safety practices of the correct use of PPE, manual handling methods, the correct use of tools and work safety practices.

All good workshop and industrial practices require to be established at this stage of the candidates' development. Safe working practices including the wearing of the appropriate PPE must be implemented at all times.

The learning environment for this Unit will be a combination of classroom and workshop based learning. The knowledge element of this Unit 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

This Unit can be delivered alongside any of the optional Units in the National Progression Award in Construction.

The delivery should be based on providing the candidates with an understanding of good working practices in the Construction Industry. Learning and teaching approaches should highlight relevant legislation and encourage the candidate to ensure that these practices are adhered to at all times in the working environment.

National Unit Specification: support notes (cont)

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The candidate will develop their ability to approach any practical task in an organised 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 tools and materials for a given task is important. It is also necessary to demonstrate how to locate and place materials in a manner which will ensure maximum efficiency in the workplace. The importance of taking care of tools at all times must be emphasised throughout. All of these activities will occur naturally during practical workshop/workplace sessions. Health and Safety must be emphasised at all times

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Elements of the Core Skill of Problem Solving, that is, planning and organising, critical thinking, and reviewing and evaluating, will be developed and enhanced as candidates undertake the Unit. Identifying and taking account of a range of factors including appropriate choice of tools, safety issues, sustainability and selection of necessary Personal Protective Equipment, is essential as candidates prepare to work efficiently. Individual discussions with the assessor to review and reinforce evaluation of efficient working practice.

Numeracy skills will be naturally enhanced, with the focus throughout on practical ways of using number and graphics. The checking and counting of tools at the start and end of work sessions will be routine practice. As they demonstrate effective working practice candidates may be encouraged to carry out appropriate calculations and measurements to ensure a safe and efficient working environment and to check that any wastage is minimised.

Evidence for the Unit is generated through observation of practical skills. There are opportunities to additionally enhance co-operative working skills as candidates discuss and undertake practical activities, by encouraging them as a group to:

- ◆ identify the main tasks needed in construction practices
- ◆ 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 be encouraged to develop their abilities to communicate with others orally and in writing to a standard acceptable in the vocational area. As they complete practical tasks they should be expected to communicate with others using correct terminology and tone and style suited to the workplace.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Centres may use the Instruments of Assessment which they consider to be most appropriate but are encouraged to use the Assessment Support Pack (ASP) developed centrally by SQA.

The assessment of this Unit can be integrated with trade specific Units within the National Progression Award in Construction. This Unit covers construction work practices which are relevant to all area of the Construction Industry

The Outcomes in this Unit can be integrated in assessment. The candidate will be assessed on their working practices and compliance of health and safety legislations in the Construction Industry. An assessor observation checklist/record can be used to record this evidence.

It is expected that the assessment of this Unit will be fully integrated with the craft activities being undertaken.

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).