



National Unit specification: general information

Unit title: Conform to Productive Working Practices (SCQF level 6)

Unit code: H107 12

Superclass: TE

Publication date: March 2012

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit is suitable for candidates working towards a Modern Apprenticeship in a Construction Craft and will develop the candidate's skills and knowledge in conforming with work practices. This Unit is designed to provide candidates with competence in moving and handling resources and the ability to apply these skills in the workplace.

Outcomes

- 1 Identify sustainability and low carbon contributions made in construction.
- 2 Comply with equality and diversity requirements in the workplace.
- 3 Communicate effectively with others.
- 4 Work productively.

Recommended entry

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

Credit points and level

1 National Unit Credit at SCQF level 6 (6 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.*

General information (cont)

Unit title: Conform to Productive Working Practices (SCQF level 6)

Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill None

Core Skill component Critical Thinking @ 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: Conform to Productive Working Practices (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

Identify sustainability and low carbon contributions made in construction.

Performance Criteria

- (a) State why zero/low carbon production is desirable.
- (b) State how construction can make a contribution to reducing carbon emissions.

Outcome 2

Comply with equality and diversity requirements in the workplace.

Performance Criteria

- (a) Treats colleagues and other people fairly and equally.
- (b) Ensure that working relationships comply with equality and diversity legislation.

Outcome 3

Communicate effectively with others.

Performance Criteria

- (a) Communicate effectively with colleagues and team members.
- (b) Communicate effectively with relevant people.

Outcome 4

Work productively.

Performance Criteria

- (a) Interpret drawings and schedules to plan productive work sequences.
- (b) Plan a sequence of work which makes best use of time and resources.
- (c) Maintain records of work activities.

National Unit specification: statement of standards (cont)

Unit title: Conform to Productive Working Practices (SCQF level 6)

Evidence Requirements for this Unit

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

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

Written recorded evidence is required to demonstrate that the candidate has achieved Outcomes 1 to the standard specified in the Performance Criteria. Candidates will be required to demonstrate their knowledge of the work activity by producing a risk assessment.

Performance evidence is required to demonstrate that the candidate has achieved Outcomes 2–4 to the standards specified in the Performance Criteria. Assessment of these Outcomes should be integrated with an appropriate specialist Unit practical assessment. Achievement 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.

Outcome 2-4

Summary of standards (working towards industrial tolerances)	
Item	Measurement of standard
Treats colleagues and all other people fairly and equally in line with Equalities and Diversity legislation	At all times.
Ensure that working relationships comply with equality and diversity legislation	Forms effective and consistent working relationships.
Communicates effectively with colleagues and team members	Communicates effectively with colleagues and training staff to ensure effective progress of: <ul style="list-style-type: none">◆ Work activities◆ Training programme
Interprets drawings and schedules to plan productive work sequences.	Successfully completes selected practical Test to predetermined sequence.
Plans a sequence of work which makes best use of time and resources.	Successfully completes selected practical Test in agreed time and with minimum material waste
Maintains records of work activities	Completes a timesheet for the selected activity.

National Unit specification: support notes

Unit title: Conform to Productive Working Practices (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 40 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 Construction Crafts at SCQF level 6.

The successful completion of this Unit will provide candidates with the required knowledge and skills relating to conforming to productive work practices to progress of work.

This Unit would be offered to candidates working towards a Modern Apprenticeship in a Construction Craft and will develop the candidate's skills in working effectively as a team member within a construction craft. 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 conforming to productive work practices. 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 their chosen construction craft by learning about developing skills in organising work activities and resourcing.

Candidate centred learning and teaching approach are encouraged with candidates actively participating in practical activities after lecturer discussions and demonstrations of the key skills required to confirm work activities and resources.

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

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 (cont)

Unit title: Conform to Productive Working Practices (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 in teams 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

Guidance on approaches to assessment for this Unit

Detailed assessment material for this Unit will be found in the each specific Construction Craft 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 appropriate 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.

Candidates should be given as much practise as possible in confirming work activities and resources prior to undertaking formal assessment. Evidence will be gathered for Outcomes 2-4 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.

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)*.

National Unit specification: support notes (cont)

Unit title: Conform to Productive Working Practices (SCQF level 6)

Opportunities for developing Core Skills

Components of the Core Skill of *Problem Solving*, 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 2–4, as these practical assessments should be carried out in pairs or teams. 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, interpretation of drawings.

Numeracy at SCQF level 4 could be enhanced through the evaluation of resources and components for the selected activities in the integrated assessments for Outcomes 2–4.

There will be opportunities for candidates to develop the Core Skills of *Communication* at SCQF level 4 through the assessment for Outcomes 2, 3 and 4. As candidates complete their integrated practical tasks in Outcomes 2, 3 and 4, they should be expected to communicate effectively with others using the correct terminology, tone and style suited to the workplace.

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.

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

History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority 2012

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.