



National Unit specification: general information

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Unit code: H1H5 11

Superclass: TG

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Summary

This Unit is suitable for candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills and knowledge in preparing surfaces to receive floorcoverings. This Unit is designed to provide candidates with competence in the use of tools and equipment to identify and prepare different background surfaces and the ability to apply these skills in the workplace.

Outcomes

- 1 Demonstrate knowledge and understanding of terminology and construction practices used in the preparation of surfaces to receive floorcoverings.
- 2 Select correct method and equipment for checking for moisture content and contamination in surfaces to receive floorcoverings and apply appropriate remedial work.
- 3 Select correct materials and equipment and set out materials to surfaces to receive floorcoverings.
- 4 Install selected materials to surface to receive floorcoverings.

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)

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Credit points and level

2 National Unit credits at SCQF Level 5 (12 SCQF credit points at SCQF level 5*).

**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: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

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 the preparation of surfaces to receive floorcoverings.

Performance Criteria

- (a) State terminology relevant to the preparation of surfaces to receive floorcoverings.
- (b) Identify and select construction practices and work methods used in the selection of materials for the preparation of surfaces to receive floorcoverings.
- (c) Identify tools, equipment and materials used in the preparation of surfaces to receive floorcoverings.

Outcome 2

Select correct method and equipment for checking for moisture content and contamination in surfaces to receive floorcoverings and apply appropriate remedial work.

Performance Criteria

- (a) Interpret drawings, specifications and information sources.
- (b) Select correct construction practice and work methods to check moisture content and contamination in surfaces to receive floorcoverings.
- (c) Select correct construction practices and work methods for remedial work identified.
- (d) Apply selected construction practices and work methods to surface to receive floorcovering.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

Outcome 3

Select correct materials and equipment and set out materials to surfaces to receive floorcoverings.

Performance Criteria

- (a) Interpret drawings, specifications and information sources.
- (b) Identify correctly the surface to receive.
- (c) Select correct materials, tools and equipment to prepare surface to receive floorcoverings.
- (d) Condition and set out selected surface materials.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Outcome 4

Install selected materials to surface to receive floorcoverings.

Performance Criteria

- (a) Select appropriate Personal Protective Equipment (PPE) for the specific task, in accordance with organisational requirements.
- (b) Install selected materials to surface to receive floorcovering.
- (c) Protect area and surrounding area from damage.
- (d) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

National Unit specification: statement of standards (cont)

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Evidence Requirements for this Unit

These Evidence Requirements will be met by the completion of the Floorcovering Occupations 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 and practices by successful completion of a question paper relating to the preparation of surfaces to receive 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 for the work to be carried out the candidate will identify surface and check for moisture and contamination and adequately prepare cementitious, timber and proprietary screed surfaces in regular and irregular floor areas and straight and winding staircases to receive floorcoverings. The floor should be left dry, smooth and free from contaminants to receive floorcoverings. The work should be protected against damage from general workplace activities, other occupations and adverse weather conditions.

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: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Outcomes 2, 3 and 4

Summary of standards (working towards industrial tolerances)	
Item	Measurement of standard
Damp Proof Membranes	Manufacturers recommended instructions
Smoothing underlayments	Manufacturers recommended instructions
Timber based sheets	Manufacturers recommended instructions
Primer to skirting	- 5mm free from skirting
Screed to skirting	- 5mm free from skirting
Timber sheet to skirting	- 5mm no damage to skirting
Primer to door check (per specification)	+/- 5mm
Screed to door check (per specification)	+/- 5mm
Timber sheet to door check (per specification)	+/-5mm
Set out timber sheet	Staggered +/- 2mm
Fixings for timber sheet (ie ring shank nails, screws, staples) 100mm-150mm centres	+/- 5mm
Hygrometer reading	<75%RH
Primer to stair risers	- 5mm
Screed to stairs risers	- 5mm
Timber sheet to stair risers	- 5mm
All other PPE	As risk assessed
Method statement	
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
Sustainability	
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: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

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 80 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 5.

The successful completion of this Unit will provide candidates with the required knowledge and skills relating to setting out techniques and construction practices associated with the preparation of surfaces to receive floorcoverings with specific knowledge in equipment and materials for damp proof courses, cementitious surfaces, proprietary screeds, timber surfaces, regular and irregular floor areas and straight and winding staircases.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills in identifying, selecting, setting out and securing materials in the preparation of surfaces to receive floorcoverings. 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 identifying and selecting the correct materials to prepare the surface to receive floorcoverings and the correct usage of materials and equipment for the method of work. The correct Health and Safety legislation should be followed at all times during the work method. 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.

National Unit specification: support notes (cont)

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

Guidance on learning and teaching approaches for this Unit

Candidates must be given the opportunity to further develop their skills in Floorcovering Occupations by learning about the preparation of surfaces to receive floorcoverings and its principles.

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.

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 teams of two. 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.

National Unit specification: support notes (cont)

Unit title: Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings (SCQF level 5)

The candidates' knowledge and understanding of terminology and construction practices of preparing surfaces to receive floorcoverings will be assessed through a question paper.

Candidates should be given as much practice as possible in the preparation of surfaces to receive floorcoverings, prior to being set the assessment. Evidence will be gathered for Outcome 2 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)*.

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 teams of two. 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 set out masonry substructures and the practical use of calculation and measuring scales required for teaching and learning assessments for Outcomes 1 and 2.

National Unit specification: support notes (cont)

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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 Outcome 1. 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.

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

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