



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

**Unit title:** Floorcovering Repair and Maintenance (SCQF level 6)

**Unit code:** H1H9 12

**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 in floorcovering repair and maintenance. This Unit is designed to provide candidates with competence in the use of tools and equipment to repair and maintain floorcoverings and the ability to apply these skills in the workplace.

## **Outcomes**

- 1 Demonstrate knowledge and understanding of terminology and construction practices used in floorcovering repair and maintenance.
- 2 Repair floorcovering.
- 3 Maintain floorcovering.

## **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 Repair and Maintenance (SCQF level 6)

### 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 Repair and Maintenance (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 floorcovering repair and maintenance.

##### **Performance Criteria**

- (a) Identify and select terminology related to floorlaying and floorcoverings.
- (b) Identify and select construction practices relating to repairing and the maintenance general floorcoverings.
- (c) Identify best practice to perform repairs and maintenance according to task.
- (d) Identify tools, PPE, materials and equipment required to complete task.

#### **Outcome 2**

Repair floorcovering.

##### **Performance Criteria**

- (a) Interpret from drawings or specifications works to be carried out.
- (b) Organise and select correct equipment required for remedial repair of floorcoverings.
- (c) Identify and mark out accurately the floorcovering to be repaired and protect surrounding area of existing floorcovering.
- (d) Select and apply best practice to perform floorcovering repair.
- (e) Make good floorcovering according to given specification.
- (f) Comply with current Health and Safety including PPE during all work methods and activities.

#### **Outcome 3**

Maintain floorcovering.

##### **Performance Criteria**

- (a) Interpret from drawings or specifications works to be carried out.
- (b) Organise and select correct equipment and materials required for maintenance of specific floorcoverings.
- (c) Carry out routine cleaning and protection of floorcovering and protect surrounding area of existing floorcovering.
- (d) Select and apply best practice to perform floorcovering maintenance tasks.
- (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 Repair and Maintenance (SCQF level 6)

### **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 flooring terminology, construction practices, tools, equipment and work methods by successful completion of a question paper relating to repairing and maintaining 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 and 3 to the standards specified in the Performance Criteria. Using the correct work methods and equipment material, candidates will perform repairs and maintenance on different flooring materials to make good, according to drawings or specifications following industry practice and manufacturers recommendations. On completion, the remedial works will include appropriate planning to complete the task, the correct use of tools for the task, accurate measurement for removal of damaged floorcovering, protection and preventative measures adopted to protect existing work and best practice for removing surface contamination from resilient and textile floorcoverings. 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 this Outcome 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)

### Outcomes 2 and 3

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Item</b>	<b>Measurement of standard</b>
Surrounding area protected from damage.	Suitable protection or preventative measures used to protect from damage to existing flooring.
Tools required for removal and replacement of damaged resilient flooring.	Tools used correctly to ensure accurate removal with minimal wastage and damage to surrounding area.
Remove damaged resilient flooring.	Minimum area of damaged flooring removed within +3mm all sides.
Replace damaged resilient flooring.	Flooring replaced with existing colour and pattern matching. No gaps -1mm.
Groove seams in resilient flooring.	Seams grooved out to consistent width and depth. No damage to main field.
Weld seams in resilient flooring.	Seams welded flush, no gaps and free of burn marks.
Tools required for removal of damaged textile.	Tools used correctly to ensure accurate removal with minimal wastage and damage to surrounding area.
Remove damaged textile flooring.	Minimum area of damaged flooring removed within +3mm all sides.
Replacement of damaged textile.	Repair matching pile direction. Accurate size -2mm
Adhesives.	Correct adhesive used for task. Manufacturers recommendations and data sheet followed.
Adhesive application.	No visible adhesive on flooring surface.
Clean surface work area of debris or surface marks.	Finished surface free of waste material, fitting marks and adhesive.
Removal of surface dirt.	Manufacturers recommendations followed. Contamination removed without surface damage.
Remove surface contamination from resilient floorcovering.	Manufacturers recommendations and data sheet followed. Contamination removed.
Remove surface contamination from textile floorcovering.	Manufacturers recommendations and data sheet followed. Contamination removed.
Apply protection of floorcovering.	Protection applied to surface following manufacturers instruction.
<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 Repair and Maintenance (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 planning, installation and remedial practices associated with resilient and textile floorcoverings and specific knowledge in repairing and maintaining resilient and textile floorcoverings used in industrial and construction situations.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills in planning out and implementing repair or maintenance work. The skills, 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 correct selection of tools, planning of works to be carried out, protection of surrounding area, accurate measuring and removal of damaged flooring, replacing damaged flooring with equivalent, removal of surface contamination and protection of finished floors. 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 Floorcovering Occupations by learning about floorcovering repairs and maintenance.

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.

## National Unit Specification: support notes (cont)

### Unit title Floorcovering Repair and Maintenance (SCQF level 6)

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 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, installation and remedial practices of Floorcovering Occupations will be assessed through a question paper.

Candidates should be given as much practice as possible in planning and carrying out remedial work to resilient and textile floorcoverings, prior to being set the assessment. Evidence will be gathered for Outcomes 2 and 3 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 Repair and Maintenance (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 and 3, as these practical assessments should be carried out individually or in 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 and interpretation of drawings.

*Numeracy* at SCQF level 4 could be enhanced through the knowledge evidence in floorcovering repair and maintenance and the practical use of calculation and measuring scales required for teaching and learning assessments for Outcomes 1, 2 and 3.

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 and 3, they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace while interpreting drawings and/or specifications.

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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