

Unit Specification for Regulated Qualifications

Unit title	Preparing and Inspecting Substrates Prior to Laying Screed Floors in the Workplace
Unit Level	2
Credit	13
Guided Learning Hours	53
SQA Unit code	HW22 68
Regulator Unit code	A/616/5963
Publication date	November 2017
Unit owner and reference	CITB Unit 313 v2
Version	1

Title:	Preparing and inspecting substrates prior to laying screed floors in the workplace	
Level:	2	
Value for TQT:	130	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when preparing and inspecting substrates prior to laying screed floors.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, work instructions, electronic data, manufacturers' information, and current regulations and official guidance.
2 Know how to comply with relevant legislation and official guidance when preparing and inspecting substrates prior to laying screed floors.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when preparing and inspecting substrates prior to laying screed floors.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing and inspecting substrates prior to laying screed floors.
	3.2	Demonstrate compliance with given information and relevant legislation when preparing and inspecting substrates prior to laying screed floors in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health.

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3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing and inspecting substrates prior to laying screed floors, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to prepare and inspect substrates prior to laying screed floors.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.	
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – primers/bonding agents, repair compounds, reinforcement and damp proof membrane (DPM) – lines, pegs, levels and location marking equipment – joints – insulation – hand tools, portable power tools, plant, machinery and ancillary equipment. 	
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.	
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	
	4.5 Describe any potential hazards associated with the resources and methods of work.	
	4.6 Describe how to calculate quantity, volume, length, area and wastage associated with the method/procedure to prepare and inspect substrates prior to laying screed floors.	

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5 Minimise the risk of damage to the work and surrounding area when preparing and inspecting substrates prior to laying screed floors.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when preparing and inspecting substrates prior to laying screed floors.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to prepare and inspect substrates prior to laying screed floors to the required specification.	7.1	Demonstrate the following work skills when preparing and inspecting substrates prior to laying screed floors: <ul style="list-style-type: none"> – assessing, measuring, marking out, cleaning, breaking out, preparing, forming, compacting, chasing, priming, mixing, laying, spreading, levelling, repairing, curing protecting and inspecting..
	7.2	Use and maintain hand tools, portable power tools, plant or machinery and ancillary equipment
	7.3	Prepare and inspect three of the following substrates to given working instructions prior to laying screed floors: <ul style="list-style-type: none"> – cementitious substrates – insulated areas – membranes – areas with heating systems – ducted areas.

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7 Continued	7.4	<p>Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – assess condition of existing substrates – locate and protect services (water, gas, electric and waste) – prepare and protect service penetrations – break out defective areas – prepare substrates prior to laying screed including: cementitious, insulated areas, membranes, areas with heating systems and areas with ducting – prepare substrates by hand and mechanical methods – work around, in close proximity with, plant and machinery – direct and guide plant and machinery – remove contaminants – work to lines, levels, falls and gradients – locate and form joints and edges, expansion, contraction and crack inducement – mix repair compounds – install insulation – consider and check ambient conditions – protect and cure repaired areas – test surfaces by tensile strength tests, rebound hammer, pull off method – meet the agreed quality criteria – monitor and control exposure to vibration – record and report – recognise and determine when specific skills and knowledge are required and report accordingly – use hand tools, portable power tools and dust extraction equipment.
	7.5	<p>Describe the needs of other occupations and how to effectively communicate within a team when preparing and inspecting substrates prior to laying screed floors.</p>
	7.6	<p>Describe how to maintain the tools, plant, machinery and equipment used when preparing and inspecting substrates prior to laying screed floors.</p>

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Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	53