



Unit Specification for Regulated Qualifications

Unit title	Cutting, Drilling and Shaping Construction Related Materials in the Workplace
Unit Level	1
Credit	12
Guided Learning Hours	65
SQA Unit code	HX0T 68
Regulator Unit code	D/616/3655
Publication date	November 2017
Unit owner and reference	CITB Unit 361v3
Version	1

Title:	Cutting, drilling and shaping construction related materials in the workplace	
Level:	1	
Value for TQT:	120	
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 cutting, drilling and shaping construction related materials	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, permits, manufacturers' information, verbal, written and graphical instructions, current regulations and official guidance associated with cutting, drilling and shaping construction related materials.
2 Know how to comply with relevant legislation and official guidance when cutting, drilling and shaping construction related materials.	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 and storage of materials, 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	Describe what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when cutting, drilling and shaping construction related materials.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when cutting, drilling and shaping construction related materials.

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3 continued	3.2 Demonstrate compliance with given information and relevant legislation when cutting, drilling and shaping construction related materials in relation to at least two of the following: <ul style="list-style-type: none"> – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health 	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to cutting, drilling and shaping construction related materials, 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 working 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 cut, drill and shape construction related materials.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools, equipment and consumables.	
	4.2. Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – composites, plastic, masonry, vitreous clay, metal, timber, timber based products and cementitious materials – bituminous materials and geotextiles – jigs and clamps – blades and bits – hand tools, power tools and equipment. 	
	4.3 Describe how to confirm that the resources and materials conform to the specification.	
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.	
	4.5 Describe any potential hazards associated with the resources and methods of work.	

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4	continued	4.6	Describe how to calculate length, quantity, area and wastage associated with the method and procedure to cut, drill and shape construction related materials.
5	Minimise the risk of damage to the work and surrounding area when cutting, drilling and shaping construction related materials.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy 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 cutting, drilling and shaping construction related materials.	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 productivity targets and timescales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given contract information to cut, drill and shape construction related materials to the required specification.	7.1	Demonstrate the following work skills when cutting, drilling and shaping construction related materials: <ul style="list-style-type: none"> – measuring, marking out, positioning, securing, severing, cutting, drilling and shaping
		7.2	Use and maintain hand tools, power tools and ancillary equipment.

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7 continued	7.3	<p>Select tools to cut, drill or shape at least four of the following materials to line or mark and to given working instructions:</p> <ul style="list-style-type: none"> – composites – plastic – masonry – vitreous clay – metal – timber and timber based – cementitious – bituminous – geotextiles
	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"> – plan, mark and set out for cutting and severing, drilling and shaping – conform to agreed specifications – cut, drill, shape and prepare composite, plastic, masonry, vitreous clay, metal, timber and timber based materials, concrete, bituminous materials and geotextiles for use – operate specialist cutting, drilling and shaping equipment – change cutting, drilling and shaping blades and bits – suppress and control dust, fumes and debris – monitor and check accuracy during progress and on completion of work – recognise hazards not previously identified while cutting, drilling and shaping – recognise and determine when specialist skills and knowledge are required and report accordingly – use hand tools, power tools and equipment – work at height – use access equipment.
	7.5	<p>Describe the needs of other occupations and how to communicate effectively within a team when cutting, drilling and shaping construction related materials.</p>
	7.6	<p>Describe how to maintain the tools and equipment used when cutting, drilling and shaping construction related materials.</p>

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Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and 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 Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	65