



## **Assessor's Guidelines for Network Construction Operations:**

- ◆ **SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GL8K 22)**
- ◆ **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GL8L 22)**
- ◆ **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GL8M 22)**
- ◆ **SVQ in Network Construction Operations (Water) at SCQF level 6 (GL8G 23)**

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# About the Assessor's Guidelines

This guidance for the SVQs in Network Construction Operations (Water) is designed to provide assessment centres with information on the content, structure and delivery of the SVQs.

This document provides both general guidance, applicable across the SVQs, and more detailed information on each award, including general and specific Evidence Requirements. If you or your centre have any queries relating to the SVQ or its delivery, please contact either your allocated External Verifier (EV) or SQA contact.

This guidance (and updated versions issued during the lifetime of the SVQ) will be available on **[www.sqa.org.uk](http://www.sqa.org.uk)**.

# 1 Introduction

## Overview

The SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6 cover the skills required by network construction engineers who work on the water distribution network. The SVQs are based on national occupational standards developed by Energy & Utility Skills.

The majority of candidates' evidence for the SVQs must be generated from real work activities. This means that any candidate undertaking the SVQs in Network Construction Operations (Water) must be working in the water industry and carrying out network construction activities on a regular basis. Assessors must ensure that sufficient evidence of workplace performance is provided before recommending certification.

The emphasis of the SVQ in Network Construction Operations (Water) at SCQF level 6 is on the supervisory and higher level technical skills that candidates will use while working in water network construction. These include:

- ◆ monitoring activities (various Units covering both excavation/re-instatement and associated activities and also to water industry specific operational activities — eg installation and network construction)
- ◆ operational planning and risk assessment
- ◆ reducing risks to health, safety and the environment
- ◆ commissioning and decommissioning networks
- ◆ transferring control of networks

There is also the opportunity to demonstrate various skills according to candidates' particular job profiles, including:

- ◆ information handling
- ◆ controlling operational costs
- ◆ controlling quality
- ◆ developing professional relationships
- ◆ developing training/coaching skills

The SVQ at SCQF level 6 offers candidates flexibility to undertake a supervisory qualification, whether the focus of their job role is tailored more towards craft or technical skills or training, development, building professional relationships and dealing with customers.

## **National Occupational Standards (NOS) and qualification structures**

The content and structure of the SVQs in Network Construction Operations (Water) derives from the national occupational standards (NOS) in Network Construction Operations (Water), developed by Energy & Utility Skills, the Sector Skills Council for the electricity, gas, water and waste management industries and approved in 2006. The SVQ requirements are produced in line with the NOS, award structures and Assessment Strategy, following consultation with representatives from water companies, industry training providers and other industry stakeholders.

Copies of the NOS are available on the SQA website ([www.sqa.org.uk](http://www.sqa.org.uk)). The NOS may also be obtained from the UK Standards website ([www.ukstandards.org.uk](http://www.ukstandards.org.uk)) or from Energy & Utility Skills ([www.euskills.co.uk](http://www.euskills.co.uk)). Updates to the content of the NOS may be made incrementally to keep pace with industry practice, but all centres will be advised of revisions in advance of implementation, with updated SVQ guidance if required.

If, in delivering the SVQs in Network Construction Operations (Water), the team identifies any queries or issues with the content of the NOS or the SVQ structure, please contact your External Verifier or SQA in the first instance. We can then advise you on the most suitable course of action and consult further with Energy & Utility Skills or the regulatory authorities, as necessary. Energy & Utility Skills can be contacted at the following address:

Energy & Utility Skills Limited  
Friars Gate Two  
1011 Stratford Road  
Shirley  
Solihull  
West Midlands  
B90 4BN

Tel: 0845 077 9922

Website: [www.euskills.co.uk](http://www.euskills.co.uk)

## About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each Unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, learners must achieve each of the SVQ Units which make it up by demonstrating that they are competent in that aspect of the job. The Units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ Units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

### Explanation of levels

<b>SVQ1 (SCQF level 4)</b>	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.
<b>SVQ2 (SCQF level 5)</b>	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
<b>SVQ3 (either SCQF level 6 and 7)</b>	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present.

**SVQ4  
(either SCQF  
level 8 or 9)**

Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.

**SVQ5  
(SCQF level 11)**

Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

For further information on SCQF go to [www.scqf.org.uk](http://www.scqf.org.uk).

## How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

**Units** define the broad functions carried out in the sector, and are made up of a number of **elements**. These elements describe the activities which employees must perform, and will require candidates to demonstrate certain skills or Knowledge and Understanding.

The quality of performance in what people must be able to do — how well they must perform — is described by **Performance Criteria**.

The section on **Knowledge and Understanding** says what candidates must know and understand, and how this knowledge applies to their job.

You may also come across statements on **scope**. These give an indication of the breadth of knowledge or performance that the candidate must cover — eg they could list the types of equipment or techniques that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **range statements** or **Evidence Requirements**, but over time these should disappear. You may, though, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in range statements and Evidence Requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is developed by the awarding body and is packaged along with standards to form the SVQ.

## Who is involved in SVQs?

There are several roles:

- ◆ **the candidate:** the person who wants to achieve the SVQ (eg an employee).
- ◆ **the assessor\*:** the person who assesses the candidates and decides if they are competent (eg this may be a supervisor working in the candidate's organisation, or may be from a training provider).
- ◆ **the internal verifier\*:** an individual nominated by the assessment centre who ensures that assessors apply the standards uniformly and consistently (eg this may be the supervisor's line manager).
- ◆ **the External Verifier\*:** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ.

\*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the assessment strategy for this SVQ — see SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)).

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Assessor/Verifier qualifications (based on the national occupational standards in assessment and verification), or an alternative qualification which SQA also recognises.

## **An Assessment Strategy for the SVQ**

As part of their review of the SVQ, the standards-setting body (Energy & Utility Skills) has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise requirements for assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the Assessment Strategy are published on SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)), and both SQA and assessment centres must comply with these requirements.

## **Why would people be interested in the SVQ?**

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

## **How do candidates begin?**

### **Choosing the SVQ**

You should ensure that candidates are given guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience and plans for progression are matched to their chosen SVQ. As the assessor, you do not have to carry out the matching process, but whoever is responsible for this should ensure that the assessment opportunities that are available to the candidate are also considered against the SVQ requirements.

## **Assessor and candidate roles**

### **The assessor's role**

As the assessor, your role is to:

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record the results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence that candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

### **The candidate's role**

It is up to the candidate to ensure that they:

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of their own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

The following sections contain detailed guidance on the requirements for delivering the SVQs in Network Construction Operations (Water).

# 2 SVQs in Network Construction Operations (Water)

## General SVQ Requirements

This section provides guidance on the collection, assessment and recording of SVQ evidence that applies across the SVQs in Network Construction Operations (Water). The general Evidence Requirements detailed below must be observed in addition to any SVQ — or Unit-specific requirements outlined in Section 3, which covers the SVQ structures at SCQF levels 5 and 6 and specific Units at SCQF level 6.

The following details are listed in this section to avoid repetition for each Unit. If you have any queries arising relating to any of the Evidence Requirements, please do not hesitate to contact your External Verifier or SQA.

## 1 General Evidence Requirements

Assessors should seek to identify five key qualities in candidates' evidence:

<b>Term</b>	<b>Explanation</b>
Valid	The evidence demonstrates competence against the SVQ requirements.
Authentic	The evidence is demonstrably the candidate's own work. (If it relates to a team activity, the candidate should be able to confirm what their role was within the team.)
Reliable	The total evidence must show genuine and sustained competence against the NOS (not a single occasion: you should be confident that they could demonstrate the same skill levels on a different occasion if required).
Sufficient	There must be enough evidence available against the SVQ requirements for you to make an assessment decision.
Current	The total evidence must show current competence (ie it must not be so old that its presence would lead you to query whether the candidate is still able to perform the task.)

The following general Evidence Requirements apply when assessing the SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6:

### 1.1 Coverage of full SVQ requirements

- ◆ The total evidence for each Unit must cover all SVQ requirements for skills and competencies, Knowledge and Understanding (as defined in the NOS), and the scope of the evidence, and must meet any Evidence Requirements specified for that Unit.
- ◆ You must be confident that all of the SVQ Unit requirements are covered before assessing the candidate as 'competent'.

### 1.2 Consistent competence over time

- ◆ The candidate's evidence for each Unit must show that they meet the NOS **consistently** in their work, **over a period of time**.
- ◆ The dates of the evidence provided (whether an observation report, witness testimony or other evidence from the workplace) must allow you to confirm that the candidate has carried out the required tasks on several different occasions.
- ◆ It is helpful if the diverse pieces of evidence are taken from dates that are days, weeks or months apart, to show that the candidate's competent performance is not a singular or unusual occurrence.

*(Please note: Assessors may ask how many pieces of evidence are sufficient to show consistent competence against the SVQ requirements. SQA recommends that each candidate's competence is judged on its own merits.*

*It is likely that different candidates will have different amounts of evidence available to satisfy particular SVQ Unit requirements, depending upon their job roles. It is your job as an assessor to decide when a candidate has provided sufficient evidence of competence, and this will vary between candidates.*

*As a guideline, candidates could consider providing evidence of at least three occasions of performance against the NOS. You must remember, though, that the candidate must cover all SVQ requirements to a sufficient standard, and this could require evidence taken from more than three occasions.)*

### 1.3 Varied evidence gathered from different work activities and situations

- ◆ Candidates' performance and knowledge evidence must come primarily from their own work activities.
- ◆ Evidence should be **varied** and must arise from **different workplace situations** (ie different activities, undertaken at different times, which demonstrate their ability to meet the standard on a regular basis within their job role, rather than on a single assessment occasion).

- ◆ The mix of evidence must be provided from various sources and assessment methods, which, taken holistically, can be used to determine competence. This diversity will reflect the candidate's job role and act as a measure of authenticity.
- ◆ Assessors and candidates must not rely on a single type or source of evidence for any one Unit: providing diverse evidence is a robust way of demonstrating consistent competence over time, and confirming authenticity.

#### **1.4 Evidence that occurs naturally**

- ◆ Assessors should make use of candidates' evidence as it occurs naturally. This applies to documentary or product evidence, but also to evidence from observations, line managers'/supervisors' reports, and witness testimonies.
- ◆ One work task undertaken by a candidate can generate evidence for a number of Units. Assessors should be vigilant to this, and be able to identify where a candidate's evidence can be cross-referenced to other parts of the SVQ (eg where the candidate monitors the installation process for network construction operations, this will generate evidence for Unit HG38 04, but it is very likely also to produce some evidence towards the Unit covering health and safety (H8VP 04), and, potentially, other Units from the qualification.)
- ◆ The more an assessor can identify opportunities for candidates to use one piece of evidence towards a number of Units, the less chance there is of unnecessary repetition of assessment activity or evidence gathering. Where possible, assessors should try to use this kind of holistic approach, and should encourage candidates to think about how the different tasks they do during the day can relate to different parts of their SVQ.

#### **1.5 Witness testimonies**

- ◆ Assessors should consider the potential for witness testimony to provide a valuable contribution to the candidate's total evidence. This is particularly useful to confirm employer contribution to the SVQ process, which is recommended for all awards based on NOS developed by Energy & Utility Skills.
- ◆ More detailed notes on witness testimony are provided in this document, but assessors must ensure that witness testimonies are subjected to the same level of assessment as any other piece of evidence.
- ◆ There are risks associated with the use of witness testimony as SVQ evidence, and assessors must be aware of these. Please ensure that you read the notes on witness testimony, to ensure that robust procedures are put in place for its use, before you ask your candidates to provide such evidence from managers or colleagues.

## 1.6 Employer involvement and contribution to assessment process

- ◆ Centres should ensure, where possible, that there is employer contribution to the assessment process.
- ◆ This can be demonstrated in different ways, although the most likely will be through the use of witness testimonies or other reports from candidates' managers and colleagues.
- ◆ Evidence from managers or colleagues can be useful to provide confirmation of candidates' work as part of a team and to show that their work meets the requirements of their organisation.

## 1.7 Evidence from water network construction activities

- ◆ Candidates must provide evidence of carrying out the main activities identified in the SVQ consistently, over a period of time. This means that the evidence must be provided from a number of different workplace situations undertaken on different occasions (ie different activities, undertaken at different times, which demonstrate their ability to meet the standard on a regular basis in their job role, rather than on a single assessment occasion), to confirm consistent competence. A candidate's evidence must be sufficient to meet the full Evidence Requirements for the SVQ, as outlined in the national occupational standards. The majority of evidence must come from the candidate's real work activities, although there is scope to use assessor observation in a realistic working environment within the total mix of evidence. If a realistic working environment is used to provide evidence for any part of the SVQ, it must meet the SVQ requirements and its use must be agreed with the External Verifier in advance of assessment.
- ◆ The Energy & Utility Skills Assessment Strategy includes conditions of assessment in a realistic working environment (RWE). To undertake assessment in a RWE the following conditions must be met:
  - Assessments must be carried out under realistic work pressures that are found in the normal industry workplace.
  - Assessments must be carried out in conditions and facilities which are typical of those encountered in the normal industry workplace.
  - The range of materials, equipment and tools that candidates use must be up-to-date and be of the type routinely found in the normal industry workplace environments.
  - All work carried out should be completed in a way, and to a timescale, that is acceptable in the normal industry workplace.
  - Candidates must interact with the range of personnel and contractors found in the normal industry workplace.
  - Candidates must be expected to achieve a volume of work comparable to that expected in the normal work situation being replicated.
  - Candidates must be given workplace responsibilities that will enable them to meet the requirements of the national occupational standards.
  - Candidates must show their productivity reflects that found in the work situation being replicated.
  - The RWE must take into account legislation, regulations, codes of practice, etc, which pertain to the regulated environment.
  - The RWE must be managed as a real work situation.

- Where the network and/or activities are being simulated, any pipework must be pressurised to a level consistent with the workplace and contain a suitable substance which replicates that which is contained in the workplace network. In addition the RWE must be constructed to replicate actual working environment as possible, eg traffic flow, weather and ground conditions.
- ◆ The use of evidence from candidates' normal work activities should facilitate demonstration of consistent competence over time against the SVQ requirements. The total evidence for the SVQ should show that the candidate is implementing, monitoring and supervising water network construction activities consistently over a period of several months. The total mix of evidence provided for the SVQ must include assessor observation of the candidate's workplace activity. It will also cover other workplace evidence arising naturally from the candidate's work. (NB the assessor has flexibility to decide when they will carry out any on site observations, as these may be subject to logistical or practical constraints.)
- ◆ In addition to observation reports candidates' evidence can be gathered from various other sources if preferable, including:
  - company records of water network construction activities (hard copy or electronic — electronic records may need to be signposted in the evidence, if print-outs cannot be obtained)
  - records (eg photographs) from operational activities
  - marked-up plans, sketches or photographs of the network and of specific activities
  - e-mails, or other records of correspondence, either with the candidate's own department, other departments, or with customers
  - witness testimonies
  - work records
  - assessor questioning and discussion, etc

Assessors and candidates should decide together which sources of evidence are most appropriate to confirm competence against the SVQ requirements.

- ◆ **Please note:** There is no requirement for assessors to observe specific NOS. This means that there is more flexibility in the way that observation is used, and can be combined with other assessment methods to produce the total mix of evidence for the SVQ. The key is to ensure that observation takes place to cover candidates' regular work activities, as they occur.
- ◆ The individual Evidence Requirements for each Unit from the SVQ in Network Construction Operations (Water) at SCQF level 6 are identified in the Unit-specific guidance at Section 3.

## 2 Witness testimony

Witness testimony can contribute significantly to the candidate's mix of evidence and provide external confirmation of different aspects of their work activities. Each testimony, statement or report from a witness can, additionally, provide evidence for several Units, and may be used to confirm current competence or consistency over time, or to provide supporting evidence for workplace documentation and records.

Witness testimonies are not observed assessments, and they must be subjected to the same assessor scrutiny as any other type of performance evidence.

This specific guidance is designed to address the particular risks attached to witness testimony as a type of evidence. Assessors should be aware of these risks, and be able to take action to minimise them.

In discussing requirements for and potential sources of witness testimony with a candidate, you should ensure that they are briefed on good practice for witness testimonies, so that they know what characteristics you are seeking when assessing any witness testimonies that they provide.

### Witness credibility

The credibility of the witness is vital to the value of witness testimony as robust evidence. Witnesses can be drawn from a variety of sources, including:

- ◆ the candidate's line manager/supervisor
- ◆ a senior manager with experience of the candidate's work
- ◆ a colleague or associate from their team or another part of the business, or a related business (eg a project manager on site)
- ◆ someone who reports to the candidate
- ◆ a client — either internal or external to the business

The choice of suitable witnesses varies between candidates, and some candidates will have access to more supporting evidence of this kind than others.

The key is to ensure that the witness:

- ◆ understands the context and operations of the candidate's job role
- ◆ can contribute detailed and credible information at the appropriate level about the candidate's activities described, in a context that is familiar to them

### For example:

- ◆ Water network manager could provide considerable information on the operational water network construction activities that the candidate undertakes during usual work activities.

**or**

- ◆ A colleague could have useful information about how they interact with others and carry out their role as part of a team. This could be particularly useful in the context of *Unit FA8J 04 — Establish and Maintain Professional Relationships*, within the SVQ at SCQF level 6.

It is up to assessors and candidates to identify witnesses who can provide sufficient detail against specific SVQ performance requirements. Assessors should also consider that one testimony can provide evidence for several Units.

It is important to ensure that the witness is working at a level or in a context where they will be able to report meaningfully on the candidate's activities: in an operational context, this means that they are likely to be working at least at the same level as the candidate. Alternatively, where Units relate to the development of productive working relationships, it would be appropriate to seek testimony from witnesses who interact with the candidate at various different levels.

## **Witness testimony content**

Assessors must be able to validate and authenticate the content of a report or statement. This means that the witness testimony should:

- ◆ Include clear information on the witness's name, job title, relationship to the candidate, and date (and be signed by the witness).
- ◆ Include the witness's contact details, to allow for follow-up or authentication of the evidence (the candidate's permission should be sought before contacting a witness).
- ◆ Refer to the candidate by name.
- ◆ Give a meaningful statement that can be used as evidence — ie it must include suitable detail about specific work activities (time, date, location, job instructions, etc) that are witnessed, and must be a statement of fact. A supervisor or line manager may be qualified to comment on the candidate's competent performance in terms of meeting operational and company requirements, for instance, but they should not be asked for an opinion on whether the candidate has met the SVQ requirements, that is the assessor's role.

There should be sufficient detail in a witness testimony to ensure that the report or statement refers to specific activities that the witness saw that particular candidate undertaking. This enhances witness credibility and provides a potential source of validation (eg through job records showing that the candidate was working in the stated location at the time the activities were witnessed).

Assessors should be alert to the potential for insufficient detail to be provided, or for situations where a witness provides testimony for several candidates, which is identical in each case. Even when working under supervision or as part of a team, the candidate will have a specific contribution to make, and a robust witness statement should be able to identify and confirm the candidate's own activities.

## **Recording witness testimony**

Formats for recording witness testimony vary between witnesses and between centres — some centres have a preferred pro forma that they issue to witnesses, while others prefer to leave the content and expression entirely up to the witness. An example of a witness testimony pro forma is at Appendix 2.

As a guideline, in developing a more specific witness testimony form for this award, the centre should bear in mind that it is not recommended that a candidate's manager or other potential witness is given a list of statements with which they must agree or disagree. It is preferable to include open questions, which require them to think of specific examples of the candidate's work and provide more detailed responses about the candidate's own role and activities. The witness testimony must be subject to assessment, in the same way as any other type of evidence.

## **3 Knowledge assessment**

You (or your centre) must have a strategy for assessing the Knowledge and Understanding requirements for the SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6. This is likely to involve a combination of evidence generated from performance, during discussions with the assessor, and from assessor questioning (either in written or oral format). It is recommended that the candidate's ability to meet the knowledge requirements is assessed through discussions and oral questioning, during the course of observed assessments or assessment meetings. SQA also recommends that, where a candidate demonstrates during assessment that they have knowledge that applies to more than one Unit, the assessor should ensure that they record this coverage, to avoid unnecessary repetition of assessment activity. If candidates have undertaken written assessments that can be related to the knowledge requirements, these may also be used to confirm relevant NOS coverage.

For an assessor to confirm SVQ competence, the candidate must provide evidence against all of the Knowledge and Understanding requirements for a Unit, so any areas that are not initially identified as correct must be revisited elsewhere in the candidate's total evidence. You should also remember that any question banks or other knowledge assessment materials used by the centre must be stored securely in the centre, and that candidates must not leave the assessment meeting or test situation with any materials that are used for knowledge assessment in controlled circumstances (question banks, test papers, etc).

## **4 Use of evidence from NRSWA in the SVQ in Network Construction Operations (Water) at SCQF level 6**

Candidates may use evidence of knowledge or performance arising from Street Works assessments towards achievement of the Units in the SVQ in Network Construction Operations (Water) at SCQF level 6.

However, please note that evidence from Street Works assessments alone will not be sufficient to confirm competence in any one Unit: the candidate must produce additional evidence from the workplace, both to confirm consistent competence over time and to confirm full NOS coverage through the provision of a range of evidence, including evidence from real work activities.

Evidence from Street Works assessments may contribute to the achievement of any Unit from this SVQ where it is applicable. However, the Street Works qualifications are most closely linked to the following Units from this SVQ:

*FA98 04 — Locate and Avoid Supply Apparatus and Sub-structures* (links to Street Works Unit 01)

*FA9H 04 — Monitoring Signing, Lighting and Guarding* (links to Street Works Unit 10)

*FA9G 04 — Monitoring Excavation in the Highway* (links to Street Works Unit 11).

Please refer to your External Verifier or SQA if the centre has any queries about the application of evidence from Street Works evidence within this SVQ.

## **5 Approaches to collecting evidence: assessor or candidate-led**

Some candidates will relate more easily than others to SVQ terminology, gathering evidence and matching the tasks they do in their daily work to the SVQ requirements. This depends upon candidates' individual aptitudes and preferences, and also on their job role, the amount of responsibility they have within their organisation, and the amount of evidence that they can typically generate from their work activities. Assessment approaches can vary according to each candidate or group of candidates.

Candidates working on the SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6 are likely to carry out their job role under their own initiative and have considerable autonomy to carry out diverse water network construction activities. They require the skills and knowledge to identify and handle numerous different circumstances and conditions that they, or those reporting to them, encounter on the water supply network.

It is possible that the candidate will be able to provide workplace evidence (documents or products) to supplement assessor observations, discussions and witness testimonies, and some candidates will be happy to adopt a more proactive approach to identifying their own potential sources of evidence against the NOS. Others will be more comfortable if the assessor is more proactive. Either approach is acceptable providing the SVQ requirements are met.

## 6 Types of evidence

Candidates for the SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6 will provide evidence from various sources. Assessors should look for a variety of evidence, from different sources, to provide a total picture of candidates' skills.

A table showing the various different types of evidence, their advantages, risks and potential solutions for managing the risks can be found at Appendix 3. This could be useful to you in planning and carrying out your assessments, or for general reference.

As the advantages and risks vary according to the assessment method or type of evidence, it is always appropriate to combine a variety of evidence types to assess any SVQ Unit or full SVQ. This approach:

- ◆ allows evidence to be produced from several different sources, and in different forms, against the SVQ requirements
- ◆ ensures that candidates have the opportunity to use one piece of evidence to meet the NOS for a number of Units
- ◆ allows them to make use of the full range of evidence that is available to them in their workplace

In planning assessments with candidates, assessors should encourage them to consider as many possible sources of evidence that they have available to them, and to refer to their assessor if they are unsure about the validity of evidence, rather than assuming that it will have no value.

### Graphical items and data in performance evidence

As part of this award, candidates may produce marked up plans, etc showing the network and metered areas on which they are working, or readings and performance data from equipment taken during water network construction activities. These are particularly useful for providing additional and detailed information relating to specific locations and jobs covered, and can be used to reinforce authenticity.

As stated at Appendix 3, the risk associated with these types of evidence is that they are not meaningful for the SVQ unless the candidate can explain their relevance (either in a note or through assessor questioning).

The candidate must be able to show how this kind of workplace material relates to their job role and specific work activities, and the assessor must ensure that they satisfy themselves of the authenticity and validity of the evidence against the NOS (eg be able to confirm that a plan or photograph relates to a specific job — and corroborate, if necessary, with reference to other records (eg records on company systems, etc).

## **Using generic workplace documentation**

Candidates may have access to a variety of generic workplace documentation, produced either by their employer or at customer premises (eg company risk assessment formats, health and safety policies, HSE forms, health and safety induction details or policies produced at third party premises).

This documentation is valuable as evidence only if a candidate can show how it relates to their particular job role or specific activities, and the assessor must ensure that they review generic documents on this basis. It is not sufficient for candidates to include generic material amongst their evidence without any explanation of its relevance.

### **For example:**

It is more credible if:

- ◆ a candidate provides a company risk assessment form that they completed while undertaking a job (rather than providing the blank copy of the generic form that is used)
- ◆ a candidate can show how they used any information received during a health and safety induction on-site during their water network construction work

Specific Evidence Requirements for each Unit from the SVQ in Network Construction Operations (Water) at SCQF level 6 are found in Section 3. Most types of evidence are acceptable for any Unit, and candidates should make use of as much evidence as possible that arises naturally from their work activities. The Unit outlines confirm the skills that are covered within each Unit, and identify any particular evidence that is required.

## **7 Recording SVQ evidence**

Assessors must ensure that sufficient records are produced to provide an audit trail for the assessment process.

Assessors' records must show:

- ◆ how they confirmed the candidate's competence against the SVQ requirements (NOS and any SVQ Evidence Requirements)
- ◆ that the SVQ assessment process is applied consistently to all of their candidates (assessors are likely to work with other assessors and IVs at the centre to develop systems and processes that allow this to be done)
- ◆ a clear audit trail

It is vital that assessment records are robust, as they provide the starting point for internal and External Verifiers to sample records and monitor the assessment process. Assessors need to ensure that their records allow the IV and EV to follow the audit trail through the SVQ delivery process as applied to all candidates, and allow them, during verification sampling, to drill down into the detail of your assessment decisions.

## The SVQ audit trail

You must ensure that your records show your involvement in the stages of SVQ delivery. These will include:

- ◆ **Candidate induction and registration** — candidates must be aware that they have been registered with the awarding body, and the induction or first assessment meeting is commonly used to conduct skills scans or otherwise identify how the candidate's job role relates to the SVQ and what Units they will undertake. It is also important, if possible, to identify any particular assessment requirements (eg personal needs relating to language or literacy issues or physical disabilities that could limit access to premises) at this stage, so that you can plan to meet the candidate's needs.
- ◆ **Assessment planning** — the assessment team should have systems in place for assessment planning, relating both to the planning of the SVQ assessment process, and more detailed assessment planning with individual candidates (which is likely to be reviewed at the end of each assessment meeting, so that you and the candidates know what is expected at the next assessment).
- ◆ **Observations and assessment meetings** — each meeting with a candidate should generate some form of assessment record. The type of report can differ depending upon your assessment activity. If you observe a candidate, you may prefer to use a tailored observation report form that allows you to concentrate on the tasks you are watching, while a discussion-based meeting could use a more generic template (see sample generic report at Appendix 4).

As candidates for the SVQs in Network Construction Operations (Water) at SCQF levels 5 and 6 need to show evidence of specific water network construction activities undertaken on site to meet the Evidence Requirements, it is also important that assessor reports (and particularly records of observations), line managers' reports, witness testimonies or other job records confirm details of the job location and work undertaken. This is useful not only to assessors in ensuring that the evidence is authentic and reflects the candidate's job role, but also to internal and External Verifiers when validating assessment records during the sampling process.

A tailored observation report could be more suitable for this SVQ, to align the water network construction activities with the NOS requirements, but a generic report is useful for general assessment discussions or meetings at all levels.

- ◆ **Coverage of the national occupational standards** — it is important as candidates go through the SVQ process that there is a record of how their evidence meets the NOS. This allows assessors to:
  - ensure that any mandatory types of evidence are provided
  - show how far the candidate has progressed for any Unit
  - identify gaps in the evidence and plan how further evidence can be provided
- ◆ **SVQ Unit sign off to confirm coverage** — assessors need to confirm when the Unit requirements have been satisfied, so that they can recommend Unit (and, eventually, full SVQ certification). It could be helpful to provide a cover sheet or overview of how the assessment decision was reached, that can also require the candidate to confirm that the evidence is their own work. This could also act as the starting point for an IV or EV during sampling.

The assessment and verification team must identify how each Unit will be signed off and confirmed.

- ◆ **Feedback to candidates and action planning** — this should be covered in the assessment reports, or potentially through correspondence records between assessors and candidates, but it is an important part of the ongoing SVQ delivery process, as candidates need to be aware of their current progress, and to know what further action or evidence is needed for them to complete the Unit or award. Candidates should also be given the opportunity to provide feedback to their assessors (see sample assessment report, Appendix 4).

## 8 Using the sample recording format

Sample evidence recording documents were produced for each Unit, after consultation with existing assessment centres and EVs. These are provided in Section 7. Each Unit document reproduces the NOS and includes a cover sheet tailored to the requirements for that Unit, which allows the assessor to confirm how the SVQ requirements have been met.

The Unit evidence tables list the Performance Criteria, Knowledge and Understanding items and ‘range of the evidence’ specific to each Unit, so that assessors can use them without referring to a separate NOS document. (Please note that ‘range of the evidence’ in this context refers to the ‘Terms used within the standards’ that appear in the Unit overviews in the final approved NOS Units.)

If using this format, assessors could either:

- ◆ provide a brief description of or reference for the evidence (under ‘Evidence Ref/Description’), including a file reference if applicable (eg if the candidate is keeping an evidence file or portfolio), marking where the evidence meets the NOS requirement

or

- ◆ maintain a separate master list of SVQ evidence, giving each piece of evidence a reference number which is then inserted into the table against specific NOS requirements as necessary

The tables are designed to provide an at-a-glance indication for assessors and candidates of the progress made against the NOS for that Unit. Assessors can initial against each NOS requirement when they feel that this has been covered.

The assessor can use the cover sheet to confirm that all Evidence Requirements are met, and both candidate and assessor sign on completion of the Unit. The IV and EV can also sign to show where they have sampled.

A sample Index of Evidence is also included, which allows a master list of evidence for the SVQ to be kept, which can be cross-referenced to the Unit recording tables.

***Please note:*** *The purpose of the tables is to provide a record of the candidate's progress through the SVQ, and it is up to the assessor to confirm completion of a Unit. Some candidates could be comfortable in using the recording tables, but it is not mandatory for the candidates to complete any or all of this information on their own.*

**Centres may use the samples exactly as provided, adapt them for the use of their own assessment team, or use their own formats and templates, according to centre requirements.**

**If the centre wishes to use a different format, the EV will need to see sample documents that the team intends to use for this SVQ at the point of centre approval, to ensure that the proposed recording mechanism shows how the NOS are covered and the SVQ Evidence Requirements are met.**

It is not mandatory for candidates to maintain an evidence file or portfolio, but there must be a clear record of where each piece of evidence is located, either in the evidence recording documents or in a separate master list of evidence. Some candidates and centres prefer to use a portfolio or evidence file system, as the supporting evidence is held in one place, but it may not be appropriate to all candidates or situations. If alternative evidence storage methods are used, the centre must maintain a robust record of where evidence is located, because the IV and EV may require access to the original evidence when sampling, in order to validate the evidence and confirm authenticity.

***Please note:*** *The sample recording formats are produced with a view to their use at SVQ centres, and on the basis of feedback provided during delivery of previous water industry SVQs. The joint awarding bodies would like to receive any suggestions from centres about the format of assessment records and reports and how they can be improved, and may update the sample materials during the lifetime of the SVQ, as a result of centre comments. Please advise the External Verifier or contact SQA/CABWI in order to feed back on the sample recording formats.*

***In using or adapting the sample format, the centre must not change the content of the national occupational standards. The NOS are the benchmark that assessors use to ascertain candidates' competence. If they are altered, the candidate's competence may not be fully confirmed.***

Section 3 contains details specific to the SVQ in Network Construction Operations (Water) SCQF level 6, based on the assessment requirements and content of individual Units.

### **3 Structures for the SVQs in Network Construction Operations (Water)**

This section outlines the requirements for the SVQs in Network Construction Operations (Water), based on the assessment requirements and content of individual Units. The generic Evidence Requirements covered in Section 7 apply across the full award, and most of this information is **not** repeated in the Unit-specific notes that follow. Assessors should be aware of the general requirements covered in Section 7, and also of any specific requirements relating to the full SVQ or individual Units.

***Please note:*** *This qualification relates to activities undertaken on the water supply network. It is therefore imperative that candidates possess valid EUSR National Water Hygiene and Scottish Water DOMS Cards and follow appropriate hygiene procedures at all times throughout their water network construction activities. Their evidence for the SVQ should reflect this.*

## SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5

All candidates must complete 11 mandatory Units. For candidates following the distribution route, a further mandatory Unit must be completed.

### Mandatory Units

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA89 04	5	4	EUSMUNC01	Create an Efficient and Effective Work Environment in Utilities Network Construction
FA99 04	5	3	EUSMUNC02	Maintain a Safe and Secure Working Environment in Utilities Network Construction
FA8H 04	5	3	EUSMUNC03	Establish and Maintain Effective Working Relationships in Utilities Network Construction
FA91 04	5	3	EUSMUNC05	Install Equipment for Safe Working on Sites for Utilities Network Construction
FG2W 04	5	4	EUSMUNC06	Locate and Avoid Supply Apparatus for Utilities Network Construction
FA8M 04	5	5	EUSMUNC07	Excavate and Maintain Holes and Trenches for Utilities Network Construction
FA9K 04	5	5	EUSMUNC09	Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network
FA96 04	5	3	EUSMUNC10	Joint Materials by Electrofusion Processes on Utilities Network Construction
FA95 04	5	3	EUSMUNC11a	Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)
FA97 04	5	4	EUSMUNC12	Joint Materials by Mechanical Means on Water Construction Network
FA8Y 04	5	5	EUSMUNC13b	Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))

**Distribution Route** — candidates following the distribution route must also complete the following Unit.

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA92 04	5	4	EUSMUNC04	Install Equipment for Safe Working on the Highway for Utilities Network Construction

**Additional Units** — candidates may also complete any of the additional Units below, however they do not contribute to the achievement of the full SVQ.

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FC00 04	5	5	EUSMUNC08	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
FA94 04	5	3	EUSMUNC11b	Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)
FA93 04	5	3	EUSMUNC11c	Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)
FA8X 04	5	5	EUSMUNC13c	Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))
FA8W 04	5	5	EUSMUNC13d	Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))
FA85 04	5	4	EUSMUNC14	Conduct Specified Testing of Water Network Engineering Products or Assets
FC02 04	5	5	EUSMUNC18	Restore Water Network Components to Operational Condition by Repair

## SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5

All candidates must complete nine mandatory Units. For candidates following the distribution route, a further mandatory Unit must be completed.

### Mandatory Units

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA89 04	5	4	EUSMUNC01	Create an Efficient and Effective work Environment in Utilities Network Construction
FA99 04	5	3	EUSMUNC02	Maintain a Safe and Secure Working Environment in Utilities Network Construction
FA8H 04	5	3	EUSMUNC03	Establish and Maintain Effective Working Relationships in Utilities Network Construction
FA91 04	5	3	EUSMUNC05	Install Equipment for Safe Working on Sites for Utilities Network Construction
FG2W 04	5	4	EUSMUNC06	Locate and Avoid Supply Apparatus for Utilities Network Construction
FA8M 04	5	5	EUSMUNC07	Excavate and Maintain Holes and Trenches for Utilities Network Construction
FA9K 04	5	5	EUSMUNC09	Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network
FA97 04	5	4	EUSMUNC12	Joint Materials by Mechanical Means on Water Construction Network
FA90 04	5	5	EUSMUNC13a	Install Engineering Products or Assets for Utility Network Construction (Water Services up to 50mm NB (63mm PE))

**Distribution Route** — candidates following the distribution route must also complete the following Unit.

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA92 04	5	4	EUSMUNC04	Install Equipment for Safe Working on the Highway for Utilities Network Construction

**Additional Units** — candidates may also complete any of the additional Units below, however they do not contribute to the achievement of the full SVQ.

<b>Unit Code</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC Ref</b>	<b>Unit Title</b>
FC00 04	5	5	EUSMUNC08	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
FA96 04	5	3	EUSMUNC10	Joint Materials by Electrofusion Processes on Utilities Network Construction
FC02 04	5	5	EUSMUNC18	Restore Water Network Components to Operational Condition by Repair

## SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5

Candidates must complete 12 mandatory Units

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA89 04	5	4	EUSMUNC01	Create an Efficient and Effective Work Environment in Utilities Network Construction
FA99 04	5	3	EUSMUNC02	Maintain a Safe and Secure Working Environment in Utilities Network Construction
FA8H 04	5	3	EUSMUNC03	Establish and Maintain Effective Working Relationships in Utilities Network Construction
FA92 04	5	4	EUSMUNC04	Install Equipment for Safe Working on the Highway for Utilities Network Construction
FA91 04	5	3	EUSMUNC05	Install Equipment for Safe Working on Sites for Utilities Network Construction
FG2W 04	5	4	EUSMUNC06	Locate and Avoid Supply Apparatus for Utilities Network Construction
FA8M 04	5	5	EUSMUNC07	Excavate and Maintain Holes and Trenches for Utilities Network Construction
FA9K 04	5	5	EUSMUNC09	Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network
FA96 04	5	3	EUSMUNC10	Joint Materials by Electrofusion Processes on Utilities Network Construction
FA97 04	5	4	EUSMUNC12	Joint Materials by Mechanical Means on Water Construction Network
FA90 04	5	5	EUSMUNC13a	Install Engineering Products or Assets for Utility Network Construction (Water Services up to 50mm NB (63mm PE))
FC02 04	5	5	EUSMUNC18	Restore Water Network Components to Operational Condition by Repair

**Additional Units** — candidates may also complete any of the additional Units below, however they do not contribute to the achievement of the full SVQ.

<b>Unit Code</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC Ref</b>	<b>Unit Title</b>
FC00 04	5	5	EUSMUNC08	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
FA95 04	5	3	EUSMUNC11a	Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)
FA94 04	5	3	EUSMUNC11b	Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)
FA93 04	5	3	EUSMUNC11c	Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)
FA8X 04	5	5	EUSMUNC13c	Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))
FA8W 04	5	5	EUSMUNC13d	Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))
FA85 04	5	4	EUSMUNC14	Conduct Specified Testing of Water Network Engineering Products or Assets.

## SVQ in Network Construction Operations (Water) at SCQF level 6

All candidates must complete nine mandatory Units and five optional Units — one unit from Optional Group A, two units from Optional Group B and two units from Optional Group C.

### Mandatory Units

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
FA81 04	6	3	EUSNCO301	Carry out Risk Assessments for Network Construction Operations
FA80 04	7	5	EUSNCO302	Carry out Operational Planning for Network Construction Operations
H8VP 04	5	8	PROHSS1	Make Sure Your Own Actions Reduce Risks to Health and Safety
FA8F 04	6	4	EUSNCO304	Ensure your Own Actions Aim to Protect the Environment
FA98 04	6	3	EUSNCO305	Locate and Avoid Supply Apparatus and Sub-Structures
FA9H 04	6	4	EUSNCO306	Monitoring, Signing, Lighting and Guarding
FA9G 04	6	4	EUSNCO307	Monitoring Excavation in the Highway
FA8P 04	6	4	EUSNCO308	Implement Installation and Construction Methods and Procedures for Network Construction Operations
HG38 04	6	4	EUSNCO309	Monitor the Installation Process for Network Construction Operations

**Optional Units** — candidates must complete five optional Units (one Unit from Group A, two Units from Group B and two Units from Group C).

Unit Code	SCQF level	SCQF credit points	SSC Ref	Unit Title
<b>Group A — one Unit required</b>				
FA9J 04	6	3	EUSNCO313	Obtain Information for Decision Making
FA9Y 04	6	4	EUSNCO314	Record and Store Information
FA7T 04	6	4	EUSNCO315	Analyse Information to Support Decision Making
FA7N 04	6	4	EUSNCO316	Advise and Inform Others
<b>Group B — two Units required</b>				
FA86 04	6	3	EUSNCO317	Contribute to Controlling Costs Against Agreed Budgets
FA87 04	6	4	EUSNCO318	Control Network Activities Against Quality Standards and Systems
FA8J 04	6	3	EUSNCO319	Establish and Maintain Professional Relationships
H5XN 04	7	6	CFAM&LDC2	Support Individuals' Learning and Development
FA83 04	6	4	EUSNCO320	Coach Individual Learners
<b>Group C — two Units required</b>				
FA84 04	6	3	EUSNCO310	Commission Networks
FC05 04	6	3	EUSNCO311	Transfer Control of Networks
FA8N 04	6	4	EUSNCO312	Implement Decommissioning Methods and Procedures for Networks
FA8R 04	6	4	EUSNCO322	Inform Customers about Network Construction (Water) Related Issues
FA7P 04	6	4	EUSNCO323	Agree a Course of Action to Deal with Network Construction (Water) Related Issues

The following pages outline the specific requirements for each Unit from the SVQ in Network Construction Operations (Water) at SCQF level 6. This includes an overview of the Unit, and identifies any mandatory Evidence Requirements for that Unit.

**Please note that the full detail of the national occupational standards for SVQ in Network Construction Operations (Water) at SCQF level 6 is not reproduced in this section, but are reproduced in full for each Unit, in the sample evidence recording documents.**

# Assessors' Unit Notes: SVQ in Network Construction Operations (Water) at SCQF level 6

## Mandatory Units

### FA81 04 Carry Out Risk Assessments for Network Construction Operations

#### Unit content

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ identify the activity and related risk details
- ◆ assess the level of risk for specified activities

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to undertake risk assessments for operational activities on the water distribution network. The risk assessment must take account of the risks and hazards associated with network activities. This will include the promotion of hygiene and safe working practices, and will also cover routine and non-routine activities and the response to changed circumstances.

The candidate needs to show that they can use any relevant information about the proposed network activity to determine the risks associated with the activity. The risk assessment must be completed to comply with all legislative and regulatory requirements, and any approved procedures and practices, so that hazards can be identified, recorded, and plans put in place to eliminate or manage them. Having identified the relevant information, contributory factors and potential hazards, the candidate must complete the risk assessment for the proposed network activity, seeking further advice and guidance from appropriate people if necessary. The completed risk assessment details and recommendations must be recorded and stored according to organisational requirements.

#### Assessor guidance on evidence

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.

- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the completion of operational risk assessments is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation (including site risk assessments produced prior to network construction activities, and how the candidate uses them in conjunction with the circumstances encountered on site).
- ◆ The activities covered in this Unit underpin the safe completion of operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and knowledge evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA80 04 Carry Out Operational Planning for Network Construction Operations**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ recognise opportunities to use techniques which maintain water quality and continuity of supply
- ◆ plan for operational activities

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to plan the way operational activities will be carried out on the distribution network. They will need to ensure that their plans take account of the need to maintain water quality and continuity of supply. The candidate must also show that they consider how to deal with unplanned situations and activities that occur during network construction operations.

The candidate needs to show that they carry out operational planning, to minimise disruption to water quality and supply during mainlaying and servicelaying activities. They will consider the proposed network activity and propose the use of techniques to ensure water quality and supply while work is ongoing. Operational planning must take account of the regulatory requirements associated with the proposed network activity. Where a particular technique is identified as a viable option, the candidate must identify the implications and constraints associated with its use. After identifying appropriate techniques, the candidate must show that they can plan the network operation before it is carrying out. This will include prioritising the work and confirming the schedule of activities, and ensuring that they undertake contingency planning, and produce a plan that is sufficiently flexible to accommodate unplanned network activities that could occur. The candidate must also ensure that all required records are completed and communication is carried out with relevant individuals and organisations.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.

- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the completion of operational planning is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit underpin the safe completion of operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and knowledge evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **H8VP 04 Make Sure Your Own Actions Reduce Risks to Health and Safety**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ identify the hazards and evaluate the risks at work
- ◆ reduce the risks to health and safety at work

This Standard is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks at work, knowing how to identify and deal with them.

This Standard is about the health and safety responsibilities for everyone at work. It describes the competences required to make sure that:

- 1 Your own actions do not create any health and safety hazards.
- 2 You do not ignore significant risks at work.
- 3 You take sensible action to put things right, including: reporting situations which pose a danger to people at work and seeking advice.

Fundamental to this Unit is an understanding of the terms 'hazard', 'risk' and 'control'.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the completion of health and safety risk assessment is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.

- ◆ The activities covered in this Unit underpin the safe completion of operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ.
- ◆ You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA8F 04 Ensure Your Own Actions Aim to Protect the Environment**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ identify the risks to the environment arising as a result of network activities
- ◆ minimise risks to the environment arising as a result of network activities

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to ensure that their actions minimise risks to the environment as a result of network construction activities. The candidate must understand the requirements of the environmental legislation affecting their job role, and how it is applied to network construction operations. It requires them to ensure that their actions do not create risks to the environment and that they do not ignore significant risks to the environment.

Appropriate action must be taken to eliminate or control identified environmental risks, including reporting risks, taking action or asking others to act to reduce risks, and seeking advice from relevant people or organisations. The actions taken to minimise environmental risks may include: preventing waste through enforcement notices; reducing the impact of works to streets and roadways; trench sharing; using recycled materials when appropriate; reducing noise, ground, air and water course pollution; and promoting hygiene, health and the use of trenchless technology. Regulatory and organisational reporting requirements must also be followed to ensure that the required environmental and risk assessment records are maintained.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where they cover actions taken to protect the environment during excavation and re-instatement. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).

- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit underpin the safe completion of operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA98 04 Locate and Avoid Supply Apparatus and Sub-structures**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ identify, mark and confirm location of supply apparatus and sub-structures
- ◆ maintain the safety and integrity of supply apparatus and sub-structures

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to locate and avoid supply apparatus and sub-structures for utilities and other agencies. Appropriate search and detection methods must be used, risks of damage to services and danger to personnel must be identifying and avoided, and safe working practices must be followed. The candidate must also ensure that they complete and maintain all relevant records associated with the location and avoidance of supply apparatus on-site.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit (particularly evidence from observations of Street Works Unit 01). However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA9H 04 Monitoring, Signing, Lighting and Guarding**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ monitor a work site survey
- ◆ monitor site safety
- ◆ monitor action taken to protect pedestrians, vehicular traffic and site personnel
- ◆ monitor provision of portable traffic signals

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to monitor signing, lighting and guarding on-site. They must ensure that the work site is surveyed and plans put in place to minimise risks to health and safety of the site personnel, and to protect the safety of pedestrians and vehicular traffic. They must carry out a risk assessment of the site to ensure that all signing, lighting and guarding requirements are met, and take appropriate remedial action to rectify any problems. The candidate must also show that they can ensure the provision of suitable temporary traffic signals, and ensure that site safety is maintained throughout signing, lighting and guarding operations.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit (including in particular observations of Supervisors' Unit 10 in the Street Works Scheme). However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA9G 04 Monitoring Excavation in the Highway**

### **Unit content**

The candidate needs to provide evidence that they have the skills and competencies to:

- ◆ monitor excavation work in the highway
- ◆ monitor action taken to avoid damage to underground apparatus during excavation
- ◆ monitor selection, disposal and storage for re-use of excavated materials
- ◆ monitor site safety

This Unit is designed to allow the candidate to demonstrate that they have the skills and knowledge to monitor excavation in the highway. They must show that they can ensure that damage to underground supply apparatus and sub-structures is avoided, or that, where damage is identified, appropriate remedial action is taken. They must also show that they can monitor the highways excavation operation, and supervise the selection and storage of materials for re-use, and the segregation and disposal of waste materials. The candidate is also responsible for monitoring site safety during excavation activities, to ensure that the operation and site conditions are maintained safely and that safe working practices are followed at all times.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit (including in particular observations of Supervisors' Unit 11 in the Street Works Scheme). However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ implement installation and construction methods and procedures for network construction operations

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to supervise the installation and construction of networks. They must show that they can ensure that methods and procedures are implemented when conditions are suitable, that quality assurance (QA) systems are applied and that there is compliance with relevant regulations and guidelines. The candidate must show that they can control resources and issue instructions to ensure that activities are carried out effectively and in line with required methods and procedures.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence from this Unit to other Units covering related skills (eg health and safety and operational risk assessment and operational planning activities, or the maintenance of productive working relationships during network construction activity), to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **HG38 04 Monitor the Installation Process for Network Construction Operations**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ monitor the installation process for network construction operations

This Unit is designed to allow candidates to demonstrate the skills and knowledge required to monitor effectively the network installation and construction process. They must show that they can monitor resource use, installation and construction methods and procedures and outputs achieved, against the relevant specifications. They must also show that they can ensure that operations comply with relevant regulations and guidelines.

The candidate will need to identify any variations from agreed plans and schedules and any problems with the installation and construction process, and ensure that corrective action is taken promptly, and reporting requirements are followed.

The candidate will need knowledge of installation and construction principles and processes and both general and discipline-specific engineering principles and processes. They must be able to interpret specifications and show familiarity with health, safety, environmental and other legislative and regulatory frameworks. A sound knowledge of organisational procedures and systems and problem-solving methods is required, together with an understanding of the principles and systems behind effective quality assurance and resource management.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence from this Unit to other Units covering related skills (eg health and safety and operational risk assessment and operational planning activities, or the maintenance of productive working relationships during network construction activity), to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA84 04 Commission Networks**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ commission networks

This Unit is designed to allow the candidate to demonstrate the skills and knowledge required to commission water networks. They must ensure that the necessary resources are available for commissioning, and that they implement the correct commissioning methods and procedures to carry out the operation when conditions are suitable. They must take prompt and effective action to identify and resolve problems with the commissioning and make sure that the networks comply with relevant specifications, regulations and guidelines when commissioning is complete. Details of the commissioning must be recorded in line with organisational requirements.

The candidate requires knowledge of water network commissioning processes, installation and construction principles and processes and both general and discipline-specific engineering principles and processes. They must be familiar with health, safety, environmental and other relevant legislative and regulatory frameworks. They will also need sound knowledge of testing and purging practice, evaluation methods and organisational procedures and systems, and an understanding of the principles and systems behind effective project planning and management and resource management.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.

- ◆ The activities covered in this Unit have an operational and technical focus, and emphasise the supervisory responsibilities of the candidate. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to other Units in the qualification, to minimise duplication of assessment. Some of the evidence generated for this Unit is likely to be applicable to other Units in the SVQ covering quality and resource management, information handling and maintaining professional relationships, and also to the mandatory Units covering health and safety, risk assessment and operational planning activities.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FC05 04 Transfer Control of Networks**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ transfer control of networks

This Unit is designed to allow candidates to demonstrate the skills and knowledge required to transfer control of completed network projects to individuals and organisations. The candidate will ensure that completed network projects meet the agreed specifications and requirements for transfer and will be able to identify and explain any variations from these. They will provide information on and obtain acceptance of completed network projects in line with agreed transfer procedures. All relevant information about the transfer must be recorded in the appropriate information systems.

The candidate will need knowledge of installation principles and processes and general and discipline-specific engineering principles and processes. They must be familiar with health, safety and environmental factors relevant to the projects, must be able to interpret specifications and have a sound knowledge of organisational procedures and systems.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit have an operational and technical focus, and emphasise the supervisory responsibilities of the candidate. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to other Units in the qualification, to minimise duplication of assessment. Some of the evidence generated for this Unit is likely to be applicable to other Units in the SVQ covering quality and resource management, information handling and maintaining professional relationships, and also to the mandatory Units covering health and safety, risk assessment and operational planning activities.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA8N 04 Implement Decommissioning Methods and Procedures for Networks**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ implement decommissioning methods and procedures for networks

This Unit is designed to allow the candidate demonstrate the skills and knowledge required to implement de-commissioning of water networks. They must ensure that the correct methods and procedures are implemented when conditions are suitable, that required resources are available and are deployed effectively and that the de-commissioning complies with relevant regulations and guidelines. The candidate will deal with potential and actual de-commissioning problems by establishing appropriate contingency plans and taking appropriate action if required. They must verify that de-commissioning has been successfully achieved and assess the impact of the de-commissioning on the network.

The candidate will require knowledge of de-commissioning processes, maintenance principles and processes and both general and discipline-specific engineering principles and processes. They must be familiar with health, safety, environmental and relevant legislative and regulatory requirements. They will also need sound knowledge of organisational procedures and systems, and an understanding of effective resource management.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.

- ◆ The activities covered in this Unit have an operational and technical focus, and emphasise the supervisory responsibilities of the candidate. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to other Units in the qualification, to minimise duplication of assessment. Some of the evidence generated for this Unit is likely to be applicable to other Units in the SVQ covering quality and resource management, information handling and maintaining professional relationships, and also to the mandatory Units covering health and safety, risk assessment and operational planning activities.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA9J 04 Obtain Information for Decision Making**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ obtain information for decision making

This Unit is designed to demonstrate competence in gathering information related to organising, planning or supervising operational activities on the network.

Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting quality or continuity of supply.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where obtaining information for decision making is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit may occur during the various operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA9Y 04 Record and Store Information**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ record and store information

This Unit is designed to allow the candidate to demonstrate competence in collecting, collating and storing information related to organising, planning or supervising operational activities on the network.

Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting quality or continuity of supply.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where recording and storing information is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit may occur during the various operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA7T 04 Analyse Information to Support Decision Making**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ analyse information to support decision making

This Unit is designed to allow the candidate to demonstrate competence in analysing data related to organising, planning or supervising operational activities on the network.

Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting quality or continuity of supply.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where they involve analysing information. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit may occur during the various operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA7N 04 Advise and Inform Others**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ advise and inform others

This Unit is designed to allow the candidate to demonstrate competence in providing information to others regarding the organisation, planning or supervision of operational network activities.

Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting quality or continuity of supply.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where they involve advising and informing others. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The activities covered in this Unit may occur during the various operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA86 04    Contribute to Controlling Costs Against Agreed Budgets**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ contribute to controlling costs against agreed budgets

This Unit is designed to allow the candidate to demonstrate competence in ensuring the control of costs against budgets, when organising, planning or supervising operational network activities undertaken by contractors and/or the organisation's employees.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The need to monitor and control costs against agreed budgets is a key part of the project management activities that could be undertaken by a water network construction supervisor. It is likely that the candidate's evidence for this Unit will fall naturally out of their daily operational activities, and there could be some links with the mandatory Units covering the implementation and monitoring of installation and construction methods and processes, and with the Units in Option Group 1 covering the handling of information and the optional Unit covering the establishment and maintenance of productive working relationships. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA87 04 Control Network Activities Against Quality Standards and Systems**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ control network activities against quality standards and systems

This Unit is designed to allow the candidate to demonstrate competence in ensuring that quality standards and systems are met when organising, planning or supervising operational network activities undertaken by contractors and/or the organisation's employees.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the monitoring of activities against quality standards and systems is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ It is likely that the candidate's evidence for this Unit will fall naturally out of their daily operational activities, and there could be some links with the mandatory Units covering the implementation and monitoring of installation and construction methods and processes, and with the Units in Option Group 1 covering the handling of information and the optional Unit covering the establishment and maintenance of productive working relationships. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA8J 04 Establish and Maintain Professional Relationships**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ establish and maintain professional relationships

This Unit is designed to allow the candidate to demonstrate competence in establishing and maintaining professional relationships, during network construction operations.

The candidate will show that they can supervise and maintain effective communications with their organisation's employees and with contractors, during the planning and implementation of operational network activities.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the maintenance of productive working relationships is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ It is likely that the candidate's evidence for this Unit will fall naturally out of their daily operational activities, and there could be some links with the mandatory Units covering the implementation and monitoring of installation and construction methods and processes, and with the Units in Option Group 1 covering the handling of information and the optional Units covering budgetary and quality control, where the candidate will be working with others and, potentially, minimising differences of opinion or conflicts of interest. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA83 04 Coach Individual Learners**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ coach individual learners

This Unit is designed to allow the candidate to demonstrate their involvement in coaching activities for workmates and colleagues. It covers the application of recognised coaching techniques to assist with individuals' development. The candidate must show that they provide feedback to individuals and coach them to assist in the achievement of their learning objectives.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The evidence that candidates produce for this Unit can arise generated from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **H5XN 04 Support Individuals' Learning and Development**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ support individual's learning and development

This standard is about providing individuals within your team or area of responsibility with opportunities to address their learning needs and develop their potential to the full. This standard is relevant to managers and leaders at all levels who have individuals reporting to them.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The evidence that candidates produce for this Unit can arise from the operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA8R 04 Inform Customers about Network Construction (Water) Related Issues**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ inform customers about network construction (water) related issues

Some terms in the assessment criteria cover a range of situations. Refer to the full assessment requirements and guidance for this Unit for a detailed list of terms and definitions, agreed with Energy & Utility Skills.

This Unit must be assessed in line with the Energy & Utility Skills assessment strategy for vocational qualifications based on its national occupational standards. The assessment strategy sets out any requirements for the use of assessor observation, observation by a line manager or supervisor in the workplace (generating witness testimony), and the use of a realistic working environment.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The evidence that candidates produce for this Unit could arise from their operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.
- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues**

### **Unit content**

The Unit includes a single element, which requires the candidate to provide evidence that they have the skills and competencies to:

- ◆ agree a course of action to deal with network construction (water) related issues

This Unit is designed to allow the candidate to demonstrate competence in discussing and agreeing actions with customers to deal with issues and queries relating to water network construction. This could involve the installation of new or replacement assets or the maintenance of existing assets. It includes domestic and non-domestic customers, where the supply may be single or joint.

### **Assessor guidance on evidence**

- ◆ The standards cover performance and knowledge requirements, and the 'Range of the evidence' for the purposes of the SVQ. The candidate's evidence in total must show that they have the skills and knowledge to cover all of the Range items listed. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water supply network.
- ◆ Evidence from observations conducted under the Street Works scheme (NRSWA) may also contribute towards the achievement of the Unit, where the completion of health and safety risk assessment is covered. However, please note that evidence from Street Works qualifications alone will not meet the SVQ requirements, and additional evidence of workplace activity will be required (both for full NOS coverage associated with water mainlaying and servicelaying, and for confirmation of consistent competence over time).
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The evidence that candidates produce for this Unit could arise from their operational water network construction activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and Knowledge Evidence to this Unit, to minimise duplication of assessment.

- ◆ The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **4 Appendices**

## **Appendix 1: Sample line manager/supervisor observation report**

**Job report**

**Workplace job report — assessor confirmation**

<b>Candidate's name</b>		<b>Candidate's number</b>	
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<b>Work address/location</b>		<b>Date of work</b>	
		<b>How long did the job take? (in days/hours)</b>	

<b>What were the job instructions?</b>	
<b>Location details for:</b> <ul style="list-style-type: none"> <li>◆ access</li> <li>◆ environment</li> </ul>	
<b>What work did you carry out?</b>	

<p><b>What materials and equipment did you use?</b></p>	
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<p><b>What PPE did you use?</b></p>	
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<p><b>What regulations, industry standards and specifications, Codes of Practice and company procedures did you need to meet?</b></p>	
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<p><b>Were there any problems during the work, that you were able to solve?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<p><b>If YES, what was the problem, and what did you do?</b></p>	
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<p><b>Were there any problems when doing the job, that you needed to report?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>If YES, what was the problem? What did you do to report it?</b>	
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<b>What records did you keep or update during the job and after you had finished?</b>	
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<b>Additional notes on this job</b>

I confirm that this is a true report of work that I undertook at the above location on the date stated.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If you are this candidate's line manager or supervisor and witnessed them carrying out the activities described, please comment and confirm below.**

I confirm that I witnessed this candidate carrying out the activities described in this report on the date stated, and I am satisfied that the work was completed according to the instructions provided and in line with industry requirements and standards.

**Line Manager/  
Supervisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Workplace Job Report — Assessor Confirmation

<b>Candidate's name</b>		<b>SQA Candidate Number</b>	
<b>Assessor's name</b>		<b>Date</b>	

<b>Confirmation of job report(s) dated</b>	
<b>I have assessed the above report(s) and confirm that the evidence applies to the following Units/Elements in the Network Construction Operations:</b>	
<b>Has the candidate provided any other workplace evidence to support the detail of this report? (eg documents, records, correspondence, photographic/recorded evidence) If so, please make a brief note of this evidence or a cross-reference to the relevant information its location.</b>	

**Additional assessor notes/comments**

**Please indicate your confirmation as appropriate and sign below**

I have assessed this report and I am satisfied that it is a valid and reliable account of the work activities undertaken.

The candidate's line manager/supervisor observed the candidate undertaking the work activities described in this report and has endorsed the report as an accurate record of the activities undertaken. I am satisfied that this endorsement is valid.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Appendix 2: Sample witness testimony pro forma (generic)**

## Witness Testimony

<b>Name of the person for whom witness testimony is given:</b>
<b>What is your working relationship with this person?</b>
<b>Describe briefly what water network construction activities you have seen them undertaking, and how they undertook the work, giving examples of specific activities that you have witnessed where possible. (NB These activities may include operational water industry activities, or associated activities, such as minimising risks to health, safety and hygiene in the workplace, developing productive working relationships, etc)</b>

I can confirm the candidate's performance was satisfactory.

**Witness's name** \_\_\_\_\_

**Witness's job title** \_\_\_\_\_

**Witness's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(this sheet can be printed on letter-headed paper)

### Note to the assessment team

This is only an example of a witness testimony form. It can be tailored to particular competence requirements. For example, a question on this form could be, '*Give an example of how the candidate has...*', and you could put in a competence, for example, '*identified resource requirements*'. Alternatively, the appropriate Unit or qualification requirements could be photocopied and attached to this form (the competence or knowledge you would like the witness to comment on would need to be highlighted).

## **Appendix 3: Types of SVQ evidence and associated risks**

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
<b>1 Direct assessor observation in the workplace</b>	<ul style="list-style-type: none"> <li>◆ The most direct form of assessment.</li> <li>◆ Assessor can observe the candidate carrying out daily work activities.</li> <li>◆ Observation likely to result in evidence for several Units at once.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Logistical difficulties — labour and time intensive for assessors.</li> <li>◆ Candidates may not work at a single site and may be called away to other sites at short notice (difficult to plan and carry out).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use of simulated activities in a realistic working environment (see below).</li> <li>◆ Use of robust witness testimony from candidate's line manager.</li> <li>◆ Limit mandatory observation and require diverse supporting evidence from workplace.</li> </ul>
<b>2 Direct assessor observation (simulated activities/realistic working environment)</b>	<ul style="list-style-type: none"> <li>◆ Allows direct assessor observation.</li> <li>◆ The centre has more control over the location and tasks covered: can ensure coverage of qualification requirements.</li> <li>◆ Can be used to assess activities encountered rarely, or where there are practical or safety considerations (eg H&amp;S issues; emergency procedures).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Potential for simulated situation not to reflect the candidate's working practice accurately.</li> <li>◆ Does not provide evidence from real work activities.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Robust controls required for the realistic working environment and tasks to be assessed.</li> <li>◆ Requires robust supporting Performance Evidence from the workplace.</li> <li>◆ May need further questioning to establish underpinning knowledge, particularly if the candidate has difficulty meeting specific Performance Criteria with other workplace evidence (eg responding to emergencies).</li> </ul>
<b>3 Witness testimony</b>	<ul style="list-style-type: none"> <li>◆ Useful record of candidate's work activity, provided by someone who has watched them working.</li> <li>◆ Variety of potential sources can be identified, depending on the skills the candidate needs to cover (eg manager;</li> </ul>	<ul style="list-style-type: none"> <li>◆ Is the witness credible? Do they understand what is required, and do they have the skills and knowledge to provide an accurate witness testimony?</li> <li>◆ Risks to objectivity of witness: what is their relationship to</li> </ul>	<ul style="list-style-type: none"> <li>◆ Need to record details of witnesses, and how their relationship is to candidates.</li> <li>◆ Centres need to brief witnesses clearly on what they should provide in a witness testimony.</li> <li>◆ Centres may use pro forma,</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
	<p>colleague; associates from other departments; customers — internal or external to employer organisation) — allows for diversity of evidence.</p> <ul style="list-style-type: none"> <li>◆ Allows candidate to focus on the work activity, in a familiar environment, without the presence of an assessor observing them.</li> <li>◆ Can support direct assessor observation evidence by showing consistency over time.</li> </ul>	<p>the candidate?</p> <ul style="list-style-type: none"> <li>◆ Need for witnesses to ensure they provide a statement of fact, <b>not</b> an opinion on competence against the qualification requirements.</li> <li>◆ Insufficient detail provided in reports: risk of statements being too generic.</li> </ul>	<p>to prompt witnesses to provide an appropriate level of detail about the specific candidate or work activity.</p> <ul style="list-style-type: none"> <li>◆ The use of witness testimonies from more than one source is recommended, as above.</li> <li>◆ All witness testimonies must be subject to assessment by an A1 assessor.</li> </ul>
<p><b>4 Documentary evidence or product from the workplace</b></p>	<ul style="list-style-type: none"> <li>◆ Useful to confirm detail of jobs undertaken for consistent competence, or varied work activities and to meet qualification requirements in full.</li> <li>◆ Workplace documentation may provide confirmation of jobs completed, and also of coverage of qualification requirements on completion of appropriate records.</li> <li>◆ Can be used to corroborate information provided in other sources of evidence (eg witness testimonies or reports, candidate's own accounts during discussions with assessors).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Authenticity: is this a genuine record that can be verified against other types of evidence or workplace records?</li> <li>◆ Storage: impracticality of storing large quantities of documentation or workplace products with evidence records.</li> <li>◆ Availability of records: some job records are held electronically in employer's IT system, and need to be available to assessors.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors check the authenticity and validity of evidence, by questioning the candidate or corroborating against other records relating to the same job (eg observation reports, witness testimonies).</li> <li>◆ Centres need to have a robust evidence recording system where it is not appropriate to store items of evidence with assessment records, etc (must state location of evidence).</li> <li>◆ Evidence (including IT records) must be capable of being produced for IV and EV review, until candidate</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
	<ul style="list-style-type: none"> <li>◆ Use of products to confirm technical skills (eg beads from completed PE fusion joints).</li> </ul>		<p>certification is confirmed (otherwise it could be declared invalid).</p>
<p><b>5 Assessment meetings with candidates (general informal discussions)</b></p>	<ul style="list-style-type: none"> <li>◆ Direct evidence from assessor.</li> <li>◆ Can be used to confirm or discuss candidate's evidence and identify gaps remaining for future action.</li> <li>◆ Oral questions can be asked of candidates, to confirm performance or Knowledge Evidence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sufficient detail must be recorded to confirm qualification/Unit coverage — particularly if a variety of different Units and requirements are being covered in one meeting.</li> <li>◆ May confirm candidate's knowledge more readily than performance: how does the assessor ensure that the candidate can apply their knowledge in a workplace situation.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors can use a pro forma for assessment discussions as required.</li> <li>◆ Use of audio and video records for assessors to confirm the detail of qualification/Unit coverage — and they can be made available for IV/EV sampling (centre will need to have arrangements for storing audio or video evidence once assessed).</li> <li>◆ Assessors can use a variety of different types of questions depending on the circumstances, to confirm candidate's performance as well as knowledge (eg questions revolving around a 'What if...?' scenario, or asking the candidate to describe particular mainlaying or servicelaying work they have previously undertaken).</li> </ul>
<p><b>6 Professional discussion interview</b></p>	<ul style="list-style-type: none"> <li>◆ More formal, structured interview: allows the assessor to guide the discussion and to tailor the subjects covered to gaps in the candidate's</li> </ul>	<ul style="list-style-type: none"> <li>◆ Requires assessor to conduct extensive preparation with close reference to the Unit and qualification requirements and record</li> </ul>	<ul style="list-style-type: none"> <li>◆ Robust and detailed recording mechanism is needed: audio or video records, combined with a written pro forma or report</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
	<p>evidence.</p> <ul style="list-style-type: none"> <li>◆ Candidates have the opportunity to discuss their work in-depth.</li> <li>◆ Can generate a significant amount of evidence against various Units.</li> <li>◆ Useful mechanism for generating evidence to meet the qualification requirements and fill in gaps towards the end of the assessment process, or complete a candidate's assessment.</li> </ul>	<p>detail of what is covered.</p> <ul style="list-style-type: none"> <li>◆ Not suitable for all candidates, particularly if they become nervous in a more formal assessment environment, or do not respond well to pressure.</li> <li>◆ Not suitable for all situations, eg at the start of the qualification/assessment process. Candidate may not be comfortable with a more formal in-depth discussion if they are not familiar with assessment processes.</li> </ul>	<p>could be useful here.</p> <ul style="list-style-type: none"> <li>◆ This is not a mandatory form of evidence, but can be very useful: assessors should make sure they use this method with candidates who will benefit from it.</li> <li>◆ The PDI, if used, should take place at a suitable stage in the assessment process: it is recommended that, if used with candidates who are new to the process, this is not their first experience of assessment. It can, though, be very effective in the later stages.</li> </ul>
<p><b>7 Recognition of prior learning (RPL)</b></p>	<ul style="list-style-type: none"> <li>◆ Useful to confirm skills and knowledge that the candidate has already demonstrated (eg through gaining other qualifications).</li> <li>◆ Useful to confirm experience of previous work undertaken.</li> <li>◆ Has potential to reduce the assessment burden for both candidate and assessor.</li> <li>◆ Can be used to request equivalence or exemptions for the qualification being undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Requires assessor authentication.</li> <li>◆ Evidence must be validated against the current qualification requirements.</li> <li>◆ Age of the previous accreditation is important: it may not confirm the candidate's current competence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Centres wishing to use RPL must have a process for authenticating proposed RPL evidence and validating it against the current qualification requirements (including requesting the recognition of equivalence or exemption by the awarding organisation if appropriate).</li> <li>◆ It is recommended that centres do not use RPL evidence that is too old to confirm current competence.</li> <li>◆ Supporting evidence (eg witness testimony to confirm current competence) could be</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
			<p>used in conjunction with RPL evidence to confirm current competence (depending on the age of the RPL).</p> <ul style="list-style-type: none"> <li>◆ Any queries about validity of RPL should be raised with the IV and, if necessary, EV, before undertaking an extensive validation exercise, to agree a suitable solution.</li> </ul>
<p><b>8 Written answers to knowledge questions</b></p>	<ul style="list-style-type: none"> <li>◆ Allows centre to assess the knowledge of larger numbers of candidates simultaneously and then concentrate on gaps in knowledge during future observations and assessments.</li> <li>◆ Robust record of candidate's responses to knowledge questions, capable of being readily stored.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Not an integrated form of knowledge assessment: a 'test' situation could inhibit candidates unused to academic assessment, and it may not enable candidates to apply knowledge requirements readily to workplace performance.</li> <li>◆ Rigid format: does not allow assessors to probe a candidate's knowledge further.</li> <li>◆ Risks to security: candidates must not have sight of question papers prior to assessment.</li> <li>◆ Where large numbers of candidates may be involved, multiple versions of question papers could be required.</li> </ul>	<ul style="list-style-type: none"> <li>◆ It is not recommended as the only form of knowledge assessment used by centres.</li> <li>◆ Candidates' evidence must cover all of the Knowledge and Understanding requirements for each Unit taken. Marking schemes, etc are not suitable for this situation, because the knowledge associated with any 'incorrect' answers will need to be confirmed through other means.</li> <li>◆ If using written questioning, the centre will need to ensure that it has verifiable arrangements for the security of papers, for controlling assessment conditions, for providing for candidates unable to complete written question papers, and for provision of multiple question</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
<b>9 Records of oral questioning and answers given</b>	<ul style="list-style-type: none"> <li>◆ Allows assessors to explore a candidate's knowledge freely depending upon responses to initial questions.</li> <li>◆ The assessor is responsible for recording the responses and cross-referencing against Unit and qualification requirements.</li> <li>◆ Can be used during any assessment discussions or observation to support candidate's Performance Evidence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Logistical difficulties for assessors in recording questions and answers in written report form.</li> <li>◆ Need to ensure consistency of approach to individual candidates in questioning (less obvious than using question papers).</li> <li>◆ Need to ensure responses are cross-referenced to Unit/qualification requirements.</li> </ul>	<p>papers over time.</p> <ul style="list-style-type: none"> <li>◆ Assessors can use a combination of recording methods if required: audio, video and/or written reports.</li> <li>◆ For written reports, a pro forma covering questions asked and candidates' responses may be advisable. This can also cover cross-referencing to Unit/qualification requirements as necessary.</li> </ul>
<b>10 Audio or video evidence, and photographs</b>	<ul style="list-style-type: none"> <li>◆ Useful to confirm some aspects of authenticity (eg as a record of assessor discussions or interviews).</li> <li>◆ Avoids need for quantities of physical evidence to be stored: digital storage mechanisms can be used on-site, and stored using IT systems, memory sticks, etc</li> <li>◆ Visual evidence in particular can be useful as a starting point for discussions with candidates, etc</li> <li>◆ Evidence can readily be made available for IV and EV sampling.</li> <li>◆ Allows assessor to revisit the</li> </ul>	<ul style="list-style-type: none"> <li>◆ Some authenticity issues may be compromised by excessive use of visual (video and particularly photographic evidence) in particular — issues of being able to relate evidence directly to the candidate's work activity.</li> <li>◆ Secure storage arrangements may be needed to preserve integrity of audio or visual evidence.</li> <li>◆ It is not sufficient for candidates to provide visual material without any elaboration.</li> <li>◆ Evidence provided in audio form only (eg recorded</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors to ensure evidence (particularly photographic evidence) can be authenticated.</li> <li>◆ Discuss individual photographic or video evidence with the candidate to confirm how it relates to their work activities and the Unit or qualification requirements.</li> <li>◆ If the candidate intends to make use of video evidence or photographs, it is recommended that they take account of the need to establish a clear link with their own work activities (eg ensuring that the candidate is</li> </ul>

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
	<p>evidence after recording to confirm the detail of the Unit/qualification coverage if necessary.</p>	<p>discussion with the assessor) may be insufficient to confirm the detail of the physical activities undertaken by the candidate.</p> <ul style="list-style-type: none"> <li>◆ Need to be able to relate evidence to the qualification requirements.</li> </ul>	<p>recorded undertaking their activities, so their involvement in the work situation is clear).</p> <ul style="list-style-type: none"> <li>◆ If assessors use audio or visual evidence, a robust audit trail is needed to show where the Unit/qualification requirements are met, and confirm the assessment decision. (This could require some form of report or audit trail document in addition to the audio/visual record.)</li> <li>◆ For qualifications at levels 1 and 2, where candidates may have access to limited amounts of documentary evidence and records, and work in an environment that requires them to undertake ‘hands-on’ operational work, some visual record of performance — rather than audio only — is likely to be needed to meet the specific qualifications requirements (eg direct assessor observation and report, witness testimony, video recording, etc).</li> </ul>

Type of Evidence	Advantages	Risks/Disadvantages	Suggested solutions
<p><b>11 Use of electronic storage media for candidates' evidence</b></p>	<ul style="list-style-type: none"> <li>◆ Avoids need for quantities of physical evidence to be stored: digital storage mechanisms can be used on-site and stored using IT systems, CDs, memory sticks, etc</li> <li>◆ Potentially allows quick communication of evidence between assessor and candidate (via e-mail).</li> <li>◆ Allows the candidate to retain scanned or saved soft copies of job-related information easily where the originals may be required to be stored in a central function or elsewhere according to company or regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Authenticity issues: if this is a scanned document, can it be authenticated? Where is the original held? Is it evidence of the candidate's own work?</li> <li>◆ Storage questions: need for candidates, assessors, IVs and EVs to be able to navigate through the stored evidence at different stages of qualifications delivery.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors to ensure that they validate and authenticate evidence during assessment activity. This could include requesting the original documents or records provided, and questioning the candidate in detail about the particular activities associated with the evidence, so that a decision is made regarding its relevance to the qualification requirements.</li> <li>◆ Assessors must make the final decision about candidates' competence against the Unit and qualifications requirements: storage mechanisms such as e-portfolios could be very useful, but it is for the assessor to determine when the candidate is competent, and they must also have an audit trail to prove this.</li> </ul>

Type of Evidence	Advantages	Risks/Disadvantages	Suggested solutions
	♦	♦	♦ IVs and EVs to ensure that where electronic storage mechanisms are used for assessment, they incorporate authentication of the evidence records into sampling activities (eg by asking for copies of original documents produced by particular candidates to be made available for verification; by discussing some of these aspects in some detail with assessors and with candidates during verification).

## **Appendix 4: Sample assessor report form (generic)**



**Detail the outcome of the assessment**

**Candidate feedback/comments**

**Action points**

**Date, time and location of next assessment**

**What will be assessed**

**Has a copy of this form been given to the candidate for their evidence?      Yes/No**

**Internal Verifier informed of assessment decision?      Yes/No**

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If the internal verifier has sampled this report, please complete the details below:

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

SQA Unit Ref	NOS ref	
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response

SQA Unit Ref	NOS ref	
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response

# **5 Recording Documents**

## **Assessment Summary and Confirmation**

## SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GL8K 22)

### Cover Sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
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<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
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<b>Job Role/Location, or other information relevant to this qualification</b>	
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The SVQ Network Construction Operations (Water) — Main Layer at SCQF level 5 consists of 11 mandatory units. Candidates following the Main Layer (Distribution) route must complete an additional mandatory Unit.

The qualification structure also includes additional Units. Candidates may complete any of the additional Units; however, they do not contribute to the achievement of the full SVQ.

#### Unit completion

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Create an Efficient and Effective Work Environment in Utilities Network Construction	FA89 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	FA99 04	Mandatory			
Establish and Maintain Effective Working Relationships in Utilities Network Construction	FA8H 04	Mandatory			
Install Equipment for Safe Working on Sites for Utilities Network Construction	FA91 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	FG2W 04	Mandatory			
Excavate and Maintain Holes and Trenches for Utilities Network Construction	FA8M 04	Mandatory			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network	FA9K 04	Mandatory			
Joint Materials by Electrofusion Processes on Utilities Network Construction	FA96 04	Mandatory			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)	FA95 04	Mandatory			
Joint Materials by Mechanical Means on Water Construction Network	FA97 04	Mandatory			
Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mmPE))	FA8Y 04	Mandatory			
Install Equipment for Safe Working on the Highway for Utilities Network Construction	FA92 04	Mandatory (Distribution Route)			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	FC00 04	Additional Unit			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)	FA94 04	Additional Unit			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)	FA93 04	Additional Unit			
Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))	FA8X 04	Additional Unit			
Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))	FA8W 04	Additional Unit			
Conduct Specified Testing of Water Network Engineering Products or Assets	FA85 04	Additional Unit			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Restore Water Network Components to Operational Condition by Repair	FC02 04	Additional Unit			

**Candidate declaration**

I confirm that the evidence for this **SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5** is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence for the Units from the **SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5** as listed previously.

**Assessor’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier confirmation (if sampled)**

I confirm that I am satisfied that the evidence has been produced in line with the qualification requirements for **SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5**, and that the certificates may be claimed from SQA.

**Internal Verifier’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External Verifier’s confirmation (if sampled)**

**External Verifier’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GL8L 22)

### Cover Sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
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<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
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<b>Job Role/Location, or other information relevant to this qualification</b>	
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The SVQ Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 consists of 12 mandatory Units.

The qualification structure also includes additional Units. Candidates must complete any of the additional Units; however, they do not contribute to the achievement of the full SVQ.

#### Unit completion

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Create an Efficient and Effective Work Environment in Utilities Network Construction	FA89 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	FA99 04	Mandatory			
Establish and Maintain Effective Working Relationships in Utilities Network Construction	FA8H 04	Mandatory			
Install Equipment for Safe Working on the Highway for Utilities Network Construction	FA92 04	Mandatory			
Install Equipment for Safe Working on Sites for Utilities Network Construction	FA91 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	FG2W 04	Mandatory			
Excavate and Maintain Holes and Trenches for Utilities Network Construction	FA8M 04	Mandatory			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network	FA9K 04	Mandatory			
Joint Materials by Electrofusion Processes on Utilities Network Construction	FA96 04	Mandatory			
Joint Materials by Mechanical Means on Water Construction Network	FA97 04	Mandatory			
Install Engineering Products or Assets for Utility Network Construction (Water Services up to 50mm NB (63mm PE))	FA90 04	Mandatory			
Restore Water Network Components to Operational Condition by Repair	FC02 04	Mandatory			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	FC00 04	Additional Unit			
Conduct Specified Testing of Water Network Engineering Products or Assets	FA85 04	Additional Unit			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)	FA95 04	Additional Unit			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)	FA94 04	Additional Unit			
Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)	FA93 04	Additional Unit			
Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))	FA8X 04	Additional Unit			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))	FA8W 04	Additional Unit			

**Candidate declaration**

I confirm that the evidence for this **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5** is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence for the Units from the **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5** as listed previously.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier confirmation (if sampled)**

I confirm that I am satisfied that the evidence has been produced in line with the qualification requirements for **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5**, and that the certificates may be claimed from SQA.

**Internal Verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External Verifier's confirmation (if sampled)**

**External Verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GL8M 22)

### Cover Sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
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<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
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<b>Job Role/Location, or other information relevant to this qualification</b>	
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The SVQ Network Construction Operations (Water) — Service Layer at SCQF level 5 consists of nine mandatory Units. Candidates following the Service Layer (Distribution) route must complete an additional mandatory Unit.

The qualification structure also includes additional Units. Candidates may complete any of the additional Units; however, they do not contribute to the achievement of the full SVQ.

#### Unit completion

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Create an Efficient and Effective Work Environment in Utilities Network Construction	FA89 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	FA99 04	Mandatory			
Establish and Maintain Effective Working Relationships in Utilities Network Construction	FA8H 04	Mandatory			
Install Equipment for Safe Working on Sites for Utilities Network Construction	FA91 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	FG2W 04	Mandatory			
Excavate and Maintain Holes and Trenches for Utilities Network Construction	FA8M 04	Mandatory			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network	FA9K 04	Mandatory			
Joint Materials by Mechanical Means on Water Construction Network	FA97 04	Mandatory			
Install Engineering Products or Assets for Utility Network Construction (Water Services up to 50mm NB (63mm PE))	FA90 04	Mandatory			
Install Equipment for Safe Working on the Highway for Utilities Network Construction	FA92 04	Mandatory (Distribution Route)			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	FC00 04	Additional Unit			
Joint Materials by Electrofusion Processes on Utilities Network Construction	FA96 04	Additional Unit			
Restore Water Network Components to Operational Condition by Repair	FC02 04	Additional Unit			

**Candidate declaration**

I confirm that the evidence for this **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5** is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence for the Units from the **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5** as listed previously.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier confirmation (if sampled)**

I confirm that I am satisfied that the evidence has been produced in line with the qualification requirements for **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5**, and that the certificates may be claimed from SQA.

**Internal Verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External Verifier's confirmation (if sampled)**

**External Verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SVQ in Network Construction Operations (Water) at SCQF level 6 (GL8G 23)

### Cover Sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
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<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
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<b>Job Role/Location, or other information relevant to this qualification</b>	
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The SVQ Network Construction Operations (Water) at SCQF level 6 consists of nine mandatory Units and five optional Units. One Unit from optional Group A, two Units from optional Group B and two Units from optional Group C.

#### Unit completion

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Carry Out Risk Assessments for Network Construction Operations	FA81 04	Mandatory			
Carry Out Operational Planning for Network Construction Operations	FA80 04	Mandatory			
Make Sure your Own Actions Reduce Risks to Health and Safety	H8VP 04	Mandatory			
Ensure Your Own Actions Aim to Protect the Environment	FA8F 04	Mandatory			
Locate and Avoid Supply Apparatus and Sub-structures	FA98 04	Mandatory			
Monitoring, Signing, Lighting and Guarding	FA9H 04	Mandatory			
Monitor the Installation Process for Network Construction Operations	HG38 04	Mandatory			

<b>Unit Title</b>	<b>SQA Ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal Verifier</b>
Implement Installation and Construction Methods and Procedures for Network Construction Operations	FA8P 04	Mandatory			
Monitoring Excavation in the Highway	FA9G 04	Mandatory			
Obtain Information for Decision Making	FA9J 04	Optional Group A			
Record and Store Information	FA9Y 04	Optional Group A			
Analyse Information to Support Decision Making	FA7T 04	Optional Group A			
Advise and Inform Others	FA7N 04	Optional Group A			
Contribute to Controlling Costs Against Agreed Budgets	FA86 04	Optional Group B			
Control Network Activities Against Quality Standards and Systems	FA87 04	Optional Group B			
Establish and Maintain Professional Relationships	FA8J 04	Optional Group B			
Coach Individual Learners	FA83 04	Optional Group B			
Support Individuals' Learning and Development	H5XN 04	Optional Group B			
Commission Networks	FA84 04	Optional Group C			
Transfer Control of Networks	FC05 04	Optional Group C			
Implement Decommissioning Methods and Procedures for Networks	FA8N 04	Optional Group C			
Inform Customers about Network Construction (Water) Related Issues	FA8R 04	Optional Group C			
Agree a Course of Action to Deal with Network Construction (Water) Related Issues	FA7P 04	Optional Group C			

## Candidate declaration

I confirm that the evidence for this **SVQ in Network Construction Operations (Water) at SCQF level 6** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_

## Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence for the Units from the **SVQ in Network Construction Operations (Water) at SCQF level 6** as listed previously.

Assessor's signature \_\_\_\_\_ Date \_\_\_\_\_

## Internal verifier confirmation (if sampled)

I confirm that I am satisfied that the evidence has been produced in line with the qualification requirements for **SVQ in Network Construction Operations (Water) at SCQF level 6**, and that the certificates may be claimed from SQA.

Internal Verifier's signature \_\_\_\_\_ Date \_\_\_\_\_

## External Verifier's confirmation (if sampled)

External Verifier's signature \_\_\_\_\_ Date \_\_\_\_\_

















# Assessment Summary and Confirmation

## FA81 04 Carry Out Risk Assessments for Network Construction Operations

Candidate's name \_\_\_\_\_

1 Identify the activity and related risk details	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Identify and access <b>relevant information</b> about the <b>network activity</b> to be carried out.	
1.2 Determine if there is <b>approved procedures and practices</b> for carrying out a <b>risk assessment</b> for the <b>network activity</b> .	
1.3 Confirm the relevance and implications of <b>approved procedures and practices</b> within an identified <b>risk assessment</b> for the <b>network activity</b> .	
1.4 Determine the level of compliance that the <b>network activity</b> would provide to meet relevant <b>regulatory requirements</b> .	
1.5 Select a method of identifying <b>hazards</b> appropriate to the <b>network activity</b> .	
1.6 Fully identify the aspects of the <b>network activity</b> where <b>hazards</b> with a potential to affect water quality and continuity of supply are most likely to occur.	
1.7 Record the identified <b>hazards</b> in an appropriate format according to <b>regulatory requirements</b> .	
Range	Evidence or File X-Ref/Coverage
1 <b>Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	

## FA81 04 Carry Out Risk Assessments for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Network activities</b> include:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	
<b>3 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials, equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>4 Risk assessments</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environment</li> <li>◆ continuity of supply</li> <li>◆ water quality</li> <li>◆ appropriate formats and communication procedures</li> </ul>	
<b>5 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environment</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	

## FA81 04 Carry Out Risk Assessments for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>6 Types of hazards</b> include:	
<ul style="list-style-type: none"> <li>◆ restrictions to access and egress</li> <li>◆ misuse of tools and equipment</li> <li>◆ faulty equipment</li> <li>◆ hazardous substances</li> <li>◆ hygiene</li> <li>◆ interference with and from adjacent activities and other utility apparatus</li> <li>◆ obstructions and exposed apparatus</li> <li>◆ structures and services</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Organisational requirements for different types of network activities, including: re-zoning; making connections; repairs; replacements; installation; maintenance and re-commissioning.	
2 What the information should cover and how to access it.	
3 Organisational requirements for risk assessment, including, for example, test and trial runs.	
4 Why procedures may not cover all network activities and the likelihood of need to carry out a new risk assessment.	
5 What is meant by continuity of supply and issues related to adequacy.	
6 Regulatory requirements for water quality and continuity of supply.	
7 What constitutes a hazard and the implications of different hazards on different network activities.	
8 Organisational reporting procedures and statutory recording requirements.	

## FA81 04 Carry Out Risk Assessments for Network Construction Operations

<b>2 Assess the level of risk for specified activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Confirm why, where and how the <b>risk assessment</b> will be carried out.	
2.2 Identify personal limitations when carrying out <b>risk assessments</b> and seek further advice and guidance as required.	
2.3 Ensure <b>risk assessment</b> is appropriate to the nature and type of the <b>network activity</b> .	
2.4 Identify <b>risks</b> and determine how they can be safely managed.	
2.5 Determine an appropriate course of action where the <b>risk assessment</b> process highlights a deficiency in <b>relevant information</b> .	
2.6 Record and store the <b>risk assessment</b> details and recommendations in an appropriate format according to <b>organisational requirements</b> .	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Risk assessments</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environment</li> <li>◆ continuity of supply</li> <li>◆ water quality</li> <li>◆ appropriate formats and communication procedures</li> </ul>	
<b>2 Network activities</b> include:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	
<b>3 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated</li> <li>◆ those which can be reduced or controlled</li> </ul>	

## FA81 04 Carry Out Risk Assessments for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>4 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	
<b>5 Organisational requirements</b> includes:	
<ul style="list-style-type: none"> <li>◆ impact on customers and others</li> <li>◆ extent of activity</li> <li>◆ location</li> <li>◆ time of day</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 How to carry out risk assessments for operational activities, making connections, repairs, replacements, installation, maintenance and re-commissioning.	
2 Their own limitations and the importance of recognising these.	
3 The people who will be able to provide further advice and guidance.	
4 Options for managing risks, including lines/method of reportability.	
5 The action to take with deficient information.	
6 Organisational recording and storage requirements.	

## FA80 04 Carry Out Operational Planning for Network Construction Operations

SCQF level	7	Credit Value	5
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA80 04 Carry Out Operational Planning for Network Construction Operations**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA80 04 Carry Out Operational Planning for Network Construction Operations

Candidate's name \_\_\_\_\_

<b>1 Recognise opportunities to use techniques which maintain water quality and continuity of supply</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Determine the type and nature of the <b>network activity</b> to be carried out.	
1.2 Identify the <b>regulatory requirements</b> which apply to the <b>network activity</b> and the <b>implications and constraints</b> they impose.	
1.3 Identify the relevant response levels for the use of certain techniques.	
1.4 Determine the advantages, disadvantages and <b>implications and constraints</b> of relevant techniques which would be appropriate for the <b>network activity</b> .	
1.5 Identify <b>implications and constraints</b> to be aware of where a particular technique appears to be a viable option.	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Network activities</b> include:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	
<b>2 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	

## FA80 04 Carry Out Operational Planning for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>3 Implications and constraints</b> include:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration and anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather and seasonal conditions</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Organisational requirements and response levels for different types of network activities.	
2 Regulatory requirements for water quality and continuity of supply.	
3 Different types of techniques, their application and associated cost benefits.	
4 What is meant by continuity of supply and issues related to adequacy.	
5 Appropriateness, viability and cost effectiveness of techniques for different activities with regard to promoting maintenance of water quality, continuity of supply, convenience for customers and service standards.	
6 Implications and effect of use of different techniques.	

## FA80 04 Carry Out Operational Planning for Network Construction Operations

<b>2 Plan for operational activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Confirm the schedule of <b>network activities</b> to be carried out within a specified period for specific network operatives.	
2.2 Provide information to and seek information from appropriate <b>individuals and organisations</b> according to organisational and <b>regulatory requirements</b> .	
2.3 Determine a suitable priority order for specified <b>network activities</b> , taking into account identified <b>implications and constraints</b> .	
2.4 Ensure plan provides an acceptable level of flexibility to allow for the inclusion of specific unplanned <b>network activities</b> as they occur.	
2.5 Check and alter the network status as required according to the <b>network activities</b> to be carried out.	
2.6 Re-assess your priority order in response to changing events.	
2.7 Confirm relevant communications have been carried out with appropriate <b>individuals and organisations</b> according to organisational and <b>regulatory requirements</b> .	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Network activities</b> include:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	

## FA80 04 Carry Out Operational Planning for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>3 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	
<b>4 Implications and constraints</b> include:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration and anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather/seasonal conditions</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 The coverage and detail of work schedules.	
2 Organisational and regulatory requirements for communicating with individuals and personnel, and detail of the communications.	
3 What to consider in order to be able to prioritise effectively.	
4 What is considered to be an acceptable level of flexibility.	
5 How to make changes to network status and what this should cover, who is responsible, and line of informing or reporting.	

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

<b>SCQF level</b>	5	<b>Credit Value</b>	8	<b>GLH</b>	
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements for Unit H8VP 04 (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety**

### **Candidate declaration**

I confirm that the evidence listed for **Unit H8VP 04** is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit H8VP 04**.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### **If sampled**

**Internal verifier's name**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier's signature**

**External verifier's name**

\_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's signature**

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

Candidate's name \_\_\_\_\_

<b>1 Identify the hazards and evaluate the risks at work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Identify which workplace instructions are relevant to your job.	
1.2 Identify those working practices in your job which may harm you or others.	
1.3 Identify those aspects of your work which could harm you or others.	
1.4 Check which of the potentially harmful working practices and aspects of your work present the highest risks to you or to others.	
1.5 Deal with hazards in accordance with workplace instructions and legal requirements.	
1.6 Correctly name and locate the people responsible for health and safety at work.	
<b>2 Reduce the risks to health and safety at work</b>	
2.1 Control those health and safety risks within your capability and job responsibilities.	
2.2 Carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturers instructions and legal requirements.	
2.3 Pass on suggestions for reducing risks to health and safety to the responsible people.	
2.4 Make sure your behaviour does not endanger the health and safety of you or others at work.	
2.5 Follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.	
2.6 Report any differences between workplace instructions and suppliers' or manufacturers' instructions.	

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

Candidate's name \_\_\_\_\_

<b>2 Identify the hazards and evaluate the risks at work (cont).</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.7 Make sure that your personal presentation and behaviour at work: <ul style="list-style-type: none"><li>• protects the health and safety of you and others,</li><li>• meets any legal responsibilities, and</li><li>• is in accordance with workplace instructions</li></ul>	

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

Candidate's name \_\_\_\_\_

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 What 'hazards' and 'risks' are.	
2 Your responsibilities and legal duties for health and safety in the workplace.	
3 Your responsibilities for health and safety as required by the law covering your job role.	
4 The hazards which exist at work and the safe working practices which you must follow.	
5 The particular health and safety hazards which may be present in your own job and the precautions you must take.	
6 The importance of remaining alert to the presence of hazards in the whole workplace.	
7 The importance of dealing with, or promptly reporting, risks.	
8 The responsibilities for health and safety in your job description.	
9 The safe working practices for your own job.	
10 The responsible people you should report health and safety matters to.	
11 Where and when to get additional health and safety assistance.	
12 Your scope and responsibility for controlling risks.	
13 Workplace instructions for managing risks which you are unable to deal with.	
14 Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow.	
15 The importance of personal presentation in maintaining health and safety at work.	
16 The importance of personal behaviour in maintaining the health and safety of you and others.	

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

Candidate's name \_\_\_\_\_

Glossary	Evidence or File X-Ref/Coverage
<p><b>1 Control(s)</b></p>	
<p>The means by which the risks identified are eliminated or reduced to acceptable levels.</p>	
<p><b>2 Hazard</b></p>	
<p>A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management).</p>	
<p><b>3 Notice</b></p>	
<p>Includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension.</p>	
<p><b>4 Personal presentation</b></p>	
<p>This includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace.</p>	

## H8VP 04 Make Sure your Own Actions Reduce Risks to Health and Safety

Candidate's name \_\_\_\_\_

Glossary	Evidence or File X-Ref/Coverage
<p><b>5 Procedures</b></p> <p>A series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:</p> <ol style="list-style-type: none"> <li>1 the use of safe working methods and equipment</li> <li>2 the safe use of hazardous substances</li> <li>3 smoking, eating, drinking and drugs</li> <li>4 what to do in the event of an emergency</li> <li>5 personal presentation</li> </ol>	
<p><b>6 Risk</b></p> <p>A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:</p> <ol style="list-style-type: none"> <li>1 the likelihood of that harm occurring;</li> <li>2 the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and</li> <li>3 the population which might be affected by the hazard, ie the number of people who might be exposed.</li> </ol>	
<p><b>7 Stakeholders</b></p> <p>Is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community.</p>	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8F 04 Ensure Your Own Actions Aim to Protect the Environment**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

Candidate's name \_\_\_\_\_

1 Identify the risks to the environment arising as a result of network activities	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Correctly name and locate the <b>individuals and organisations</b> in the workplace to whom you should report and action environmental matters.	
1.2 Use up-to-date and environmentally-friendly <b>approved procedures and practices</b> which are relevant to your workplace.	
1.3 Identify any current <b>approved procedures and practices</b> in your job role which could cause harm to the <b>environment</b> .	
1.4 Identify any materials, products or equipment used in any part of your job role which could cause harm to the <b>environment</b> .	
1.5 Report, accurately, any differences between legal and <b>approved procedures and practices</b> and the actual use of material or products hazardous to the <b>environment</b> .	
1.6 Report, promptly, those <b>hazards</b> which present high <b>risks</b> to the persons responsible for environmental matters.	
1.7 Report, concisely and accurately, your <b>environment</b> awareness training needs to the appropriate <b>individuals and organisations</b> .	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

Range	Evidence or File X-Ref/Coverage
<b>1 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>2 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Environment</b> includes:	
<ul style="list-style-type: none"> <li>◆ workplace</li> <li>◆ people</li> <li>◆ varying weather conditions</li> <li>◆ protected areas</li> <li>◆ pollution</li> <li>◆ products</li> <li>◆ workplace and adjacent areas</li> <li>◆ waste management</li> </ul>	
<b>4 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or controlled</li> </ul>	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Types of hazards</b> include:	
<ul style="list-style-type: none"> <li>◆ restrictions to access and egress</li> <li>◆ misuse of tools and equipment</li> <li>◆ faulty equipment</li> <li>◆ hazardous substances</li> <li>◆ hygiene</li> <li>◆ interference with and from adjacent activities and other utility apparatus</li> <li>◆ obstructions and exposed apparatus</li> <li>◆ structures and services</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The responsible persons to whom to report environmental matters.	
2 Workplace policies, precautions and procedures relating to controlling risks to the environment.	
3 Responsibilities for items (materials/equipment) hazardous to the environment in your job role.	
4 Relevant aspects of the Environmental Protection Act and relevant regulations which will affect the workplace.	
5 Duties for the environment as defined by any specific legislation covering your job role.	
6 The particular risks to the environment which might be present in the workplace and/or in your own job role.	
7 How to use resources and materials effectively and efficiently.	
8 The importance of remaining alert to the presence of hazards to the environment in the whole workplace.	
9 The importance of dealing with or promptly reporting risks to the environment.	
10 Substances and processes categorised as hazardous to the environment.	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

<b>2 Minimise the risks to the environment as a result of workplace activities</b>	
<b>Performance Criteria</b> — the candidate can:	
2.1 Follow the up-to-date legal requirements and <b>approved procedures and practices</b> for your job role.	
2.2 Control those environmental <b>hazards</b> within their capability and the scope of their job responsibilities.	
2.3 Report, promptly, <b>risks</b> to the <b>environment</b> that they are unable to deal with.	
2.4 Pass on any suggestions for limiting <b>risks</b> to the <b>environment</b> to the responsible persons.	
2.5 Follow suppliers', manufacturers' and <b>approved procedures and practices</b> for the safe use and storage of <b>equipment, materials and products</b> .	
2.6 Follow <b>approved procedures and practices</b> for handling <b>equipment, materials and products</b> hazardous to the <b>environment</b> .	
2.7 Follow <b>approved procedures and practices</b> for disposing of <b>equipment, materials and products</b> hazardous to the <b>environment</b> .	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal and external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>2 Types of Hazards</b> include:	
<ul style="list-style-type: none"> <li>◆ restrictions to access and egress</li> <li>◆ misuse of tools and equipment</li> <li>◆ faulty equipment</li> <li>◆ hazardous substances</li> <li>◆ hygiene</li> <li>◆ interference with and from adjacent activities and other utility apparatus</li> <li>◆ obstructions and exposed apparatus</li> <li>◆ structures and services</li> </ul>	
<b>3 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or controlled</li> </ul>	
<b>4 The environment</b> includes:	
<ul style="list-style-type: none"> <li>◆ workplace</li> <li>◆ people</li> <li>◆ varying weather conditions</li> <li>◆ protected areas</li> <li>◆ vehicles</li> <li>◆ products</li> <li>◆ workplace and adjacent areas</li> <li>◆ waste management</li> </ul>	

## FA8F 04 Ensure Your Own Actions Aim to Protect the Environment

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 The specific workplace environmental procedures covering the job role.	
2 Working practices for your own job role.	
3 Your own responsibility for controlling hazards to the environment.	
4 Workplace requirements for handling hazards to the environment which you are unable to deal with.	
5 Suppliers', manufacturers' and workplace instructions for the use of equipment, materials and products hazardous to the environment.	
6 Correct handling procedures for materials hazardous to the environment.	
7 Relevant aspects of the Environmental Protection Act and relevant regulations which will affect the workplace.	
8 Your duties for the environment as defined by any specific legislation covering your job role.	
9 The particular risks to the environment which may be present in your workplace and/or in your own job role.	
10 How to use resources and materials effectively.	

**FA8F 04 Ensure Your Own Actions Aim to Protect the Environment**

<b>Knowledge and Understanding (cont)</b>	<b>Evidence or File X-Ref/Coverage</b>
11 The importance of remaining alert to the presence of hazards to the environment in the whole workplace.	
12 The importance of dealing with or promptly reporting risks to the environment.	
13 Substances and processes categorised as hazardous to the environment.	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

SCQF level	6	Credit Value	3
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

### Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Candidate's name \_\_\_\_\_

1 Identify, mark and confirm location of supply apparatus and sub-structures	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 The extent of the work site is identified from the work instructions and plans.	
1.2 Position and type of <b>supply apparatus and sub-structures</b> are accurately identified from records, surface evidence and <b>search techniques</b> and marked on the work site in accordance with work instructions and relevant <b>approved procedures and practices</b> .	
1.3 Risks of damage to <b>supply apparatus and sub-structures</b> are identified and clearly marked in accordance with relevant <b>approved procedures and practices</b> .	
1.4 Positions and types of <b>supply apparatus and sub-structures</b> are recorded in accordance with <b>approved procedures and practices</b> .	
1.5 Deviations in the position of equipment and identification of other structures are reported in accordance with <b>approved procedures and practices</b> .	
1.6 Details of position and type of <b>supply apparatus and sub-structures</b> are communicated to <b>individuals and organisations</b> in accordance with <b>approved procedures and practices</b> .	
1.7 Problems and conditions outside the responsibility of the job holder are referred to an authorised person.	
1.8 Work is carried out to <b>approved procedures and practices</b> .	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Performance Criteria (cont) — the candidate can:	Evidence or File X-Ref/Coverage
1.9 All work activities are managed, supervised and co-ordinated in <b>multiple situations</b> with the responsibility for several jobs and/or locations concurrently, dealing with a number of <b>individuals and organisations</b> .	
Range	Evidence or File X-Ref/Coverage
<b>1 Supply apparatus and sub-structures</b> includes:	
<ul style="list-style-type: none"> <li>◆ the supply apparatus for utilities and other agencies</li> <li>◆ above ground services</li> <li>◆ built structures</li> <li>◆ the natural environment (eg foundations, tree roots, natural watercourses)</li> </ul>	
<b>2 Search techniques</b> include:	
<ul style="list-style-type: none"> <li>◆ electronic location equipment</li> <li>◆ trial holes</li> <li>◆ visual</li> <li>◆ use of drawings</li> </ul>	
<b>3 Approved procedures and practices</b> are:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>4 Multiple situations</b> include:	
<ul style="list-style-type: none"> <li>◆ more than one team</li> <li>◆ more than one operation</li> </ul>	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Typical locations and depths of the usual range of underground supply apparatus and sub-structures.	
2 Methods of marking underground supply apparatus, eg identification tape.	
3 The type of hazard associated with different supplies and actions to take in the case of damage.	
4 The persons/organisations to be notified in the case of damage to supply apparatus or sub-structures.	
5 Methods of marking out for excavation work to ensure the accurate location of the required excavation.	
6 The outcomes of incorrect marking out of the excavations, including costs, loss of time and material wastage.	
7 The importance of protecting supply apparatus exposed during excavation work.	
8 Methods of providing appropriate temporary and permanent support for supply apparatus exposed during site excavations.	
9 The main sources of legislation relating to highways operations in the proximity of other supply apparatus.	
10 Methods of visually locating and identifying underground supply apparatus and sub-structures, including markers, signs and features and the use of existing records.	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
11 Principles of operation and method of use of electronic detection equipment.	
12 How to interpret the results of electronic detection equipment readings.	
13 The possible effects of external influences on electronic detection equipment readings.	
14 The situations in which it would be appropriate to use trial holes to locate underground supplies and sub-structures.	
15 Regulations governing the location of supply apparatus where this exposes other services.	
16 Main industry procedures and practices for confirming the location and marking of supply apparatus and sub-structures, including environmental, organisational, regulatory, emergency, operational, health, safety and environment compliance, relevant company field procedures and risk assessments within the remit of the candidate's responsibility.	
17 Roles and responsibilities of the various organisations and cross sectors involved in the work activity.	
18 How to liaise effectively with the various organisations and cross sectors involved in the work activity.	
19 Main responsibilities of the employer and employee under the Health and Safety at Work Act.	
20 Legislation governing work in excavations.	
21 Safe procedures for handling the range of location equipment.	
22 Safe procedures for handling hazardous materials.	
23 Accident recording and reporting procedures.	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

<b>2 Maintain the safety and integrity of supply apparatus and sub-structures</b>	
<b>Performance Criteria — the candidate can:</b>	<b>Evidence or File X-Ref/Coverage</b>
2.1 The position and condition of <b>supply apparatus and sub-structures</b> within the work site are maintained in accordance with their specification and relevant <b>approved procedures and practices</b> .	
2.2 Working practices within the work site avoid damage to <b>supply apparatus and sub-structures</b> , any damage is identified and reported promptly to the authorised person.	
2.3 Exposed <b>supply apparatus and sub-structures</b> are supported correctly, safely and securely, relevant to their specification and in accordance with <b>approved procedures and practices</b> .	
2.4 Appropriate precautions are taken to protect <b>individuals and organisations</b> and equipment from the consequent effects of damage to <b>supply apparatus and sub-structures</b> in accordance with <b>approved procedures and practices</b> .	
2.5 Damage to <b>supply apparatus and sub-structures</b> are reported promptly to the appropriate authority and the area made safe, in accordance with <b>approved procedures and practices</b> .	
2.6 Problems and conditions outside the responsibility of the job holder are referred to <b>individuals and organisations</b> .	
2.7 Work is carried out to <b>approved procedures and practices</b> .	
2.8 All work activities are managed, supervised and co-ordinated in <b>multiple situations</b> with the responsibility for several jobs and/or locations concurrently, dealing with a number of <b>individuals and organisations</b> .	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Range	Evidence or File X-Ref/Coverage
<b>1 Supply apparatus and sub-structures</b> includes:	
<ul style="list-style-type: none"> <li>◆ the supply apparatus for utilities and other agencies</li> <li>◆ above ground services</li> <li>◆ built structures</li> <li>◆ the natural environment (eg foundations, tree roots, natural watercourses)</li> </ul>	
<b>2 Approved procedures and practices</b> are	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Multiple situations</b> include:	
<ul style="list-style-type: none"> <li>◆ more than one team</li> <li>◆ more than one operation</li> </ul>	
<b>4 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 For each of the supply apparatus to be located, the key physical properties of the supply pipeline or component — size (diameter), colour, material and its resistance to impact from excavation activities, methods of identification of supply apparatus for utilities and other agencies and sub-structures.	
2 The physical properties of the medium being carried by the supply- ignition characteristics, density relative to air, electrocution, etc.	
3 The risks associated with maintaining the safety and integrity of supply apparatus and sub-structures.	
4 For each of the supplies within the range the possible effects of damage to the supply apparatus and sub-structures.	
5 That the implications of damage to the supply apparatus could include personal danger to the health or life of the operatives, or to others on site.	
6 That the implications of damage to the supply apparatus could include damage to the environment.	
7 That the implications of damage to the supply apparatus could include additional job costs in repair and delay to job progress.	
8 How regulations identified in the Street Works Act apply to the job in hand.	
9 The importance of providing adequate support for supply apparatus and sub-structures.	
10 The possible outcomes of leaving exposed supply apparatus and sub-structures unsupported, including supplies for utilities and other agencies.	
11 Methods of adequately supporting exposed supply apparatus and sub-structures.	

## FA98 04 Locate and Avoid Supply Apparatus and Sub-structures

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
12 Main requirements of legislation relating to the precautions to be observed during supply location works, including statutory and regulatory provisions.	
13 Main industry procedures and practices for maintaining the integrity of supply apparatus and sub-structures, including environmental, organisational, regulatory, emergency, operational, health, safety and environment compliance, relevant company field procedures and risk assessments within the remit of the candidate's responsibility.	
14 Roles and responsibilities of the various organisational and cross sectors involved in the work activity.	
15 How to liaise effectively with the various organisations and cross sectors involved in the work activity.	
16 Site management structures for highways operations.	
17 The importance of referring to appropriate persons, problems that are outside the area of the candidate's responsibility.	
18 Procedures for reporting and recording job progress, problems and deviations to work programmes.	
19 Main responsibilities of the employer and employee under the Health and Safety at Work Act.	
20 Legislation governing work in excavations.	
21 Safe procedures for handling the range of equipment used in maintaining the integrity of supply apparatus and sub-structures.	
22 Safe procedures for handling hazardous materials.	
23 Accident recording and reporting procedures.	
24 The range and use of personal protective equipment.	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA9H 04 Monitoring, Signing, Lighting and Guarding**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Candidate's name \_\_\_\_\_

1 Monitor a work site survey	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Check that the planned provision of footways, traffic lanes and safety zones determined by the site survey meets with the requirements of the <b>site location and approved procedures and practices.</b>	
1.2 Check that the planned provision of footways, traffic lanes and safety zones determined by the site survey meets with the requirements of <b>individuals and organisations</b> with special needs.	
1.3 Check that the planned provision of footways, traffic lanes and safety zones determined by the site survey minimises disruption to traffic and provides for the safe passage of pedestrians.	
1.4 Check that the planned provision for vehicles and plant within the confines of the working area provides for adequate coverage and safety for persons and vehicles in the vicinity.	
1.5 Ensure that safe working practices are identified in accordance with current <b>approved procedures and practices.</b>	
1.6 Identify problems with planned provision arising from the work site survey and demonstrate that you know the appropriate remedial action to be taken.	
1.7 Carry out an on-site <b>risk</b> assessment to ensure that a safe system of working is in place in respect of signing, lighting and guarding and to ensure that provision is made to control any types of <b>hazards</b> identified.	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Range	Evidence or File X-Ref/Coverage
<b>1 Site location</b> includes:	
<ul style="list-style-type: none"> <li>◆ public highway</li> <li>◆ private property</li> </ul>	
<b>2 Approved procedures and practices</b> are:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>4 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated</li> <li>◆ those which can be reduced or controlled</li> </ul>	
<b>5 Types of hazards</b> include:	
<ul style="list-style-type: none"> <li>◆ restrictions to access and egress</li> <li>◆ misuse of tools and equipment</li> <li>◆ faulty equipment</li> <li>◆ hazardous substances</li> <li>◆ hygiene</li> <li>◆ interference with and from adjacent activities and other utility apparatus</li> <li>◆ obstructions and exposed apparatus</li> <li>◆ structures and services</li> </ul>	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The requirements of the Code of Practice in respect of surveying the work site.	
2 Health and safety requirements with regard to surveying the work site.	
<p>3 How to plan provision of footways, traffic lanes and safety zones to meet the requirements of the site location, including as necessary:</p> <ul style="list-style-type: none"> <li>◆ proximity to school and hospitals</li> <li>◆ users of the route (including those with special needs)</li> <li>◆ weather conditions (including icy roads, heavy rain, snow, fog, etc)</li> <li>◆ volume of traffic</li> <li>◆ speed of traffic</li> <li>◆ lighting on highways</li> <li>◆ highway situations (including lack of footways; pedestrianised areas; emergency service access; widths of traffic lanes, footways and safety zones; inadequate lane widths; evidence of serious congestion; private access; bus stops, parking places, etc; obstruction of driver's view at bends and summits; roundabouts and junctions; footways, ramps, boards and road plates; railway level crossings; tramways; cycle lanes and cycle tracks)</li> <li>◆ different requirements for working during the day and at night</li> <li>◆ mobile works and minor works</li> <li>◆ the safety zone (length of lead-in taper of cones (T); sideways clearance (S); longways clearance (L); length of exit taper of cones)</li> </ul>	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
4 How to plan provision of footways, traffic lanes and safety zones to meet the requirements of people with special needs.	
5 How to minimise disruption to traffic and ensure the safe passage of pedestrians when planning provision of footways, traffic lanes and safety zones.	
6 How to plan provision for vehicles and plant within the confines of the working area to ensure adequate coverage and safety for persons and vehicles in the vicinity.	
7 Safe working practices for signing, lighting and guarding activities.	
8 Problems which occur with planned provision arising from a work site survey and the appropriate remedial action to take.	
9 The purpose of on-site risk assessment.	
<b>2 Monitor site safety</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Monitor <b>network activity</b> in accordance with <b>approved procedures and practices</b> .	
2.2 Assess site conditions in accordance with <b>approved procedures and practices</b> .	
2.3 Ensure that checks have been carried out to ensure that appropriate <b>equipment, materials and products</b> are available and fit for purpose.	
2.4 Ensure that the appropriate personal protective equipment is being used on site.	
2.5 Ensure that safe working practices are followed in accordance with <b>approved procedures and practices</b> .	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Performance Criteria (cont) — the candidate can:	Evidence or File X-Ref/Coverage
2.6 Ensure that an on-site <b>risk</b> assessment has been carried out to ensure a safe system of working in respect of signing, lighting and guarding.	
2.7 Identify <b>risks</b> to site safety, and demonstrate that they know the appropriate remedial action to be taken.	
Range	Evidence or File X-Ref/Coverage
<b>1 Network activity</b> includes:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	
<b>2 Approved procedures and practices</b> are:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Range (cont)	Evidence or File X-Ref/Coverage
<b>4 Risks</b> include:	
◆ those which can be eliminated, reduced or remain constant	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Health and safety requirements for site operations.	
2 Health and safety requirements for particular site conditions.	
3 The appropriate safety equipment to use during site operations, and how to ensure that it is fit for purpose.	
4 The personal protective equipment to be used to ensure safety of site personnel.	
5 Safe working practices for signing, lighting and guarding activities.	
6 The purpose of an on-site risk assessment.	
7 Potential risks to site safety, and the appropriate remedial action to take.	
<b>3 Monitor action taken to protect pedestrians, vehicular traffic and site personnel</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Ensure that personal protective equipment selected and used is checked for suitability to the <b>network activity</b> .	
3.2 Assess the provision of footways, traffic lanes and safety zones against the requirements of the site location, the safety and minimum disruption of vehicular traffic, the safety and minimum disruption of pedestrians and the requirements of people with special needs.	
3.3 Assess the provision for the control of movement of pedestrians, vehicles and plant within the confines of the working area in terms of minimising delay and inconvenience and making adequate safety provisions.	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

<b>3 Monitor action taken to protect pedestrians, vehicular traffic and site personnel</b>	
<b>Performance Criteria (cont)</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.4 Ensure that <b>equipment, materials and products</b> selected is checked against the requirements of the location and any special needs.	
3.5 Monitor the inspection of <b>equipment, materials and products</b> prior to use in accordance with <b>approved procedures and practices</b> .	
3.6 Monitor the positioning of <b>equipment, materials and products</b> prior to use in accordance with the sequence specified.	
3.7 Monitor the removal of <b>equipment, materials and products</b> in accordance with the sequence specified.	
3.8 Ensure that safe working practices are followed, in accordance with the current <b>approved procedures and practices</b> .	
3.9 Identify problems with the action taken to protect pedestrians, vehicular traffic and site personnel and demonstrate that you know the appropriate remedial action to be taken.	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Network activity</b> includes:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>3 Approved procedures and practices</b> are:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The appropriate personal protective equipment to use for the prescribed operation.	
2 The factors governing the provision of footways, traffic lanes and safety zones and the circumstances under which it is necessary to liaise with the highway authority.	
3 The safety implications of the site location for pedestrians and vehicular traffic and the action to take to provide for this (including traffic management measures).	
4 The requirements of those with special needs and how to provide for them.	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
5 Methods of minimising disruption to pedestrians and vehicular traffic.	
6 Methods of making adequate safety provision for pedestrians, vehicles and plant within the confines of the working area.	
7 The equipment to use to meet the requirements of the site location and any special needs.	
8 How to ensure that equipment is fit for purpose.	
9 The specified sequence for the positioning of equipment.	
10 The specified sequence for the removal of equipment.	
11 Safe working practices for signing, lighting and guarding activities.	
12 Problems which occur with the action taken to protect pedestrians, vehicular traffic and site personnel, and the appropriate remedial action to take.	
<b>4 Monitor provision of portable traffic signals</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Monitor the inspection and testing of signals for correct procedures and correct functioning of <b>equipment, materials and products</b> .	
4.2 Monitor the positioning of signals in the correct sequence, and according to the requirements of the site location.	
4.3 Monitor the adjustment of signal controls against the traffic conditions prevailing at the time.	
4.4 Monitor the dismantling and removal of signals in accordance with <b>approved procedures and practices</b> .	
4.5 Ensure that safe working practices are followed in accordance with <b>approved procedures and practices</b> .	

## FA9H 04 Monitoring, Signing, Lighting and Guarding

<b>4 Monitor provision of portable traffic signals</b>	
<b>Performance Criteria (cont)</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.6 Identify problems with the provision of portable traffic signals and the appropriate remedial action to be taken.	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>2 Approved procedures and practices</b> are:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Procedures for inspecting and testing signals for correct operation.	
2 The requirements of the site location, how they affect the positioning of signals and the circumstances under which it is necessary to consult the highway authority.	

**FA9H 04 Monitoring, Signing, Lighting and Guarding**

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
3 The correct sequence for positioning signals.	
4 How the prevailing traffic conditions affect the adjustment of signal controls.	
5 The requirements of the code of practice in respect of the dismantling and removal of portable traffic signals.	
6 Safe working practices for the provision of portable traffic signals.	
7 Problems which occur with the provision of portable traffic signals and the appropriate remedial action to take.	

## FA9G 04 Monitoring Excavation in the Highway

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

# FA9G 04 Monitoring Excavation in the Highway

## Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

## If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA9G 04 Monitoring Excavation in the Highway

Candidate's name \_\_\_\_\_

1 Monitor excavation work in the highway	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Ensure that the type of footway, carriageway and pavement structure is correctly identified prior to excavation.	
1.2 Ensure that the <b>equipment, materials and products</b> selected to carry out and support the excavation is suitable to the operation in accordance with <b>approved procedures and practices</b> .	
1.3 Ensure that the site is inspected to identify areas of high <b>risk</b> for excavation activities.	
1.4 Check that appropriate caution is exercised when excavating in areas of high <b>risk</b> .	
1.5 Ensure that materials are excavated at all construction levels according to <b>approved procedures and practices</b> .	
1.6 Monitor the working methods used for the excavation to ensure that they minimise subsequent re-instatement.	
1.7 Check that safe working practices are followed during excavation activities that are in accordance with <b>approved procedures and practices</b> .	
1.8 Identify any problems with the excavation work being carried out and demonstrate that you know the appropriate remedial action to be taken.	

## FA9G 04 Monitoring Excavation in the Highway

Range	Evidence or File X-Ref/Coverage
<b>1 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>2 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Risks</b> include	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or remain constant</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The main types of footway, carriageway and pavement structure and their characteristics.	
2 The appropriate equipment to use for excavation and support operations and the factors influencing its selection (including trench width and depth, ease of access, types of ground and noise nuisance).	
3 How to ensure that equipment is fit for purpose.	
4 How to identify areas of high risk for excavation activities.	

## FA9G 04 Monitoring Excavation in the Highway

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
5 Precautions to be taken when excavating in areas of high risk (including close proximity to trees).	
6 How to check that a trench has been excavated to the correct specifications.	
7 The working methods to use to minimise the requirement for subsequent re-instatement.	
8 Safe working practices for excavation activities.	
9 Problems which occur during excavation work in the highway and the appropriate remedial action to take.	
<b>2 Monitor action taken to avoid damage to underground apparatus during excavation</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Ensure that utilities' apparatus is correctly located and marked.	
2.2 Ensure that exposed utilities' apparatus is correctly identified.	
2.3 Ensure that <b>risks</b> of damage to utilities' apparatus during excavation activities are identified and precautions are taken to minimise them.	
2.4 Identify damage to utilities' apparatus and demonstrate that they know the appropriate remedial action to be taken.	
2.5 Ensure that exposed utilities' apparatus is supported safely, using the appropriate <b>equipment, materials and products</b> .	
2.6 Where the requirement exists for safe trench sidewall support, you ensure that this is identified and that the <b>approved procedures and practices</b> are consulted for guidance on the action to be taken.	
2.7 Ensure that safe working practices are followed in accordance with <b>approved procedures and practices</b> .	

## FA9G 04 Monitoring Excavation in the Highway

Range	Evidence or File X-Ref/Coverage
<b>1 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or remain constant</li> </ul>	
<b>2 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>3 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 The different types of utilities' apparatus likely to be encountered during excavations and how they should be located and marked.	
2 How to identify different types of exposed utilities' apparatus correctly.	
3 Potential risks of damage to utilities' apparatus and the consequences of damage.	
4 Precautions to take to avoid damage to utilities' apparatus.	

## FA9G 04 Monitoring Excavation in the Highway

Knowledge and Understanding	Evidence or File X-Ref/Coverage
5 Problems which occur in the event of damage to utilities' apparatus, and the appropriate remedial action to take.	
6 The methods of supporting exposed utilities' apparatus safety and the appropriate equipment to use.	
7 The circumstances in which trench sidewall support is required, and where to find the guidelines for its provision.	
8 Safe working practices for locating and avoiding underground apparatus and for excavating in the highway.	
9 Safe working practices for the selection, storage and disposal of materials.	
10 Problems which occur during the selection, storage and disposal of materials and the appropriate remedial action to take.	
<b>3 Monitor selection, disposal and storage for re-use of excavated materials</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Ensure that excavated materials selected for re-use are checked against the range of backfill, sub-base and modular materials permitted in the current specification.	
3.2 Ensure that excavated materials selected for disposal have been checked and confirmed as unsuitable for re-use.	
3.3 Ensure that the storage arrangements made for excavated materials to be re-used are safe and meet the requirements of <b>approved procedures and practices</b> .	
3.4 Ensure that safe temporary storage is provided for excavated materials that are unsuitable for re-use and that they are disposed of safely, in accordance with <b>approved procedures and practices</b> .	

## FA9G 04 Monitoring Excavation in the Highway

<b>3 Monitor selection, disposal and storage for re-use of excavated materials (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.5 Ensure that safe working practices are followed, that are in accordance with the <b>approved procedures and practices</b> .	
3.6 Identify any problems with the selection and storage of excavated materials for re-use and the disposal of excavated materials unsuitable for re-use and demonstrate that they know the appropriate remedial action to be taken.	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 The range of backfill, sub-base and modular materials permitted for re-use.	
2 The factors influencing the selection of materials for re-use or disposal and the consequences of using unsuitable materials.	

## FA9G 04 Monitoring Excavation in the Highway

Knowledge and Understanding	Evidence or File X-Ref/Coverage
3 Appropriate and safe storage procedures for materials selected for re-use, and how the characteristics of materials affect the storage of materials, including chalk.	
4 Appropriate and safe storage and disposal procedures for materials unsuitable for re-use.	
<b>4 Monitor site safety</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Monitor site operations in accordance with <b>approved procedures and practices</b> .	
4.2 Assess site conditions in accordance with <b>approved procedures and practices</b> .	
4.3 Ensure that checks have been carried out to ensure that appropriate safety equipment is available and is fit for purpose.	
4.4 Ensure that safe working practices are followed on-site throughout the excavation operation, that are in accordance with <b>approved procedures and practices</b> .	
4.5 Identify <b>risks</b> to site safety and demonstrate that they know the appropriate remedial action to be taken.	

## FA9G 04 Monitoring Excavation in the Highway

Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>2 Risks</b> include	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or remain constant</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Health and safety requirements for site operations.	
2 Health and safety requirements for particular site conditions.	
3 The appropriate safety equipment to use during site operations, and how to ensure that it is fit for purpose.	
4 Safe working practices on site and for excavation activities in the highway.	
5 Potential risks to site safety and the appropriate remedial action to take.	

## FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations

Candidate's name \_\_\_\_\_

<b>1 Implement installation and construction methods and procedures for network construction operations</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Confirm that <b>implications and constraints</b> are suitable to implement <b>installation and construction methods and procedures</b> .	
1.2 Provide clear and accurate <b>approved procedures and practices</b> to all the <b>individuals and organisations</b> .	
1.3 Obtain accurate information on the <b>installation and construction methods and procedures</b> being undertaken.	
1.4 Ensure that <b>approved procedures and practices</b> and <b>regulatory requirements</b> are correctly implemented.	
1.5 Ensure that <b>approved procedures and practices</b> are operating correctly.	
1.6 Control the use of <b>equipment, materials and products</b> to achieve the most effective results.	
1.7 Identify opportunities to improve the <b>installation and construction methods and procedures</b> .	
1.8 Ensure that the implementation of <b>installation and construction methods and procedures</b> complies with all <b>approved procedures and practices</b> .	

## FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations

Range	Evidence or File X-Ref/Coverage
<b>1 Implications and constraints</b> includes:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration, anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather/seasonal conditions</li> </ul>	
<b>2 Installation and construction methods and procedures</b> include:	
<ul style="list-style-type: none"> <li>◆ work by self and others involving the site, equipment, materials and other resources</li> <li>◆ assembly of fittings, pipework and ancillaries positioning and jointing including connections in accordance with industry standards</li> </ul>	
<b>3 Approved procedures and practices</b> includes:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>4 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	

## FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environment</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	
<b>6 Equipment, materials and products</b> include	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Organisational requirements for different types of network activities, including re-zoning, mains cleansing, making connections, repairs, replacements, installation and maintenance.	
2 What are the conditions that are suitable and not suitable for different types of installation and construction method and procedure.	
3 How to obtain details of the installation and construction activities being undertaken.	
4 What are the installation and construction activities that are required for different installation and construction methods.	
5 What are the approved procedures and practices that are being used.	
6 How to obtain information on resources, their necessity and availability.	

**FA8P 04 Implement Installation and Construction Methods and Procedures for Network Construction Operations**

<b>Knowledge and Understanding (cont)</b>	<b>Evidence or File X-Ref/Coverage</b>
7 What are the regulatory requirements that are relevant.	
8 How to obtain information and relevance on regulatory requirements and approved procedures and practices.	
9 Techniques for resource management.	

## HG38 04 Monitor the Installation Process for Network Construction Operations

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

# HG38 04 Monitor the Installation Process for Network Construction Operations

## Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

## If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# HG38 04 Monitor the Installation Process for Network Construction Operations

Candidate's name \_\_\_\_\_

1 Monitor the installation process for network construction operations	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Monitor the <b>installation and construction methods and procedures</b> at suitable opportunities.	
1.2 Monitor the supply and use of <b>resources</b> to ensure that they are effectively used.	
1.3 Confirm that the <b>equipment, materials and products</b> used during the <b>installation and construction methods and procedures</b> comply with <b>approved procedures and practices</b> .	
1.4 Confirm that suitable <b>installation and construction methods and procedures</b> have been used.	
1.5 Identify any variations from agreed plans and schedules.	
1.6 Ensure that any problems with the <b>installation and construction methods and procedures</b> are identified and solved promptly.	
1.6 Ensure that the outputs of the <b>installation and construction methods and procedures</b> comply with <b>approved procedures and practices</b> .	
1.7 Ensure that the <b>installation and construction methods and procedures</b> complies with all relevant <b>approved procedures and practices</b> .	

## HG38 04 Monitor the Installation Process for Network Construction Operations

Range	Evidence or File X-Ref/Coverage
<b>1 Installation and construction methods and procedures</b> includes:	
<ul style="list-style-type: none"> <li>◆ work by self and others involving site, equipment, materials and other resources</li> <li>◆ assembly of fittings, pipework and ancillaries positioning and jointing including connections in accordance with industry standards</li> </ul>	
<b>2 Resources</b> include:	
<ul style="list-style-type: none"> <li>◆ plant</li> <li>◆ equipment</li> <li>◆ materials</li> <li>◆ labour</li> <li>◆ consumables</li> </ul>	
<b>3 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>4 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	

**HG38 04 Monitor the Installation Process for Network Construction Operations**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 When should monitoring occur, and how should it be undertaken.	
2 What are the installation and construction methods and procedures that should be used.	
3 What are the potential variations from plans and schedules that might occur during installation and construction.	
4 What types of problem could occur.	
5 Why it is important to solve a problem quickly.	
6 How to check the outputs of the installation and construction process.	
7 How to obtain information on resources.	
8 What resources are necessary.	
9 What resources are available.	
10 What are the regulations and guidelines that are relevant.	
11 How to obtain information on regulations and guidelines.	

## FA84 04 Commission Networks

<b>SCQF level</b>	6	<b>Credit Value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA84 04 Commission Networks**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA84 04 Commission Networks

Candidate's name \_\_\_\_\_

1 Commission networks	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Specify the <b>approved procedures and practices</b> for commissioning the network.	
1.2 Plan the most appropriate way to commission the network.	
1.3 Confirm that the <b>environment</b> is suitable to implement the commissioning.	
1.4 Determine the obtain the <b>resources</b> required to undertake the commissioning.	
1.5 Ensure that the commissioning is implemented correctly.	
1.6 Identify any problems with the commissioning and effectively solve them.	
1.7 Assess the results of the commissioning to identify the outputs of the network.	
1.8 Confirm that the commissioning procedure complies with <b>approved procedures and practices</b> and with all relevant <b>regulatory requirements</b> .	
1.9 Ensure that the results of the commissioning are recorded in the appropriate <b>relevant information</b> systems.	

## FA84 04 Commission Networks

Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>2 Environment</b> includes:	
<ul style="list-style-type: none"> <li>◆ workplace</li> <li>◆ people</li> <li>◆ varying weather conditions</li> <li>◆ protected areas</li> <li>◆ pollution</li> <li>◆ products</li> <li>◆ workplace and adjacent areas</li> <li>◆ waste management</li> </ul>	
<b>3 Resources</b> include:	
<ul style="list-style-type: none"> <li>◆ plant</li> <li>◆ equipment</li> <li>◆ materials</li> <li>◆ labour</li> <li>◆ consumables</li> </ul>	
<b>4 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	

## FA84 04 Commission Networks

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 What are the commissioning methods and procedures that should be used.	
2 What types of commissioning are suitable for different networks.	
3 What factors should be taken into account when planning commissioning.	
4 What is the range of conditions that could occur and how does this affect the commissioning.	
5 How to ensure that commissioning is implemented correctly.	
6 What types of problem with commissioning could occur.	
7 How to solve different types of commissioning problems.	
8 What are the expected outputs from the network.	
9 What are the specifications for the network being commissioned.	
10 How to assess the results of the commissioning.	
11 How to obtain information on resources.	
12 What resources are necessary.	
13 What resources are available.	
14 What are the regulations and guidelines that are relevant.	
15 How to obtain information on regulations and guidelines.	

**FA84 04 Commission Networks**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
16 What are the systems for recording information.	
17 Why it is important to use the information systems.	

## FC05 04 Transfer Control of Networks

<b>SCQF level</b>	6	<b>Credit Value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## FC05 04 Transfer Control of Networks

### Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FC05 04 Transfer Control of Networks

Candidate's name \_\_\_\_\_

1 Transfer control of networks	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Confirm the <b>approved procedures and practices</b> for transferring control of the network.	
1.2 Ensure that the network is ready for transfer and complies with all <b>approved procedures and practices</b> .	
1.3 Provide clear and accurate <b>relevant information</b> to the relevant <b>individuals and organisations</b> on the network.	
1.4 Identify and explain any aspects of the network that vary from the agreed <b>approved practices and procedures</b> .	
1.5 Obtain acceptance of the network according to the agreed transfer procedures.	
1.6 Ensure that all relevant documentation is correctly completed and recorded in the appropriate <b>relevant information</b> systems.	
Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	

## FC05 04 Transfer Control of Networks

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Relevant information</b> includes::	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	
<b>3 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 What are the normal procedures for transferring control of engineering products or processes to and from those responsible for engineering activities.	
2 What factors might affect the readiness of the engineering products or processes.	
3 Who requires information on the engineering products or processes.	
4 What aspects of the engineering products or processes might vary from the agreed specifications and requirements.	
5 What are the systems for recording information.	
6 Why it is important to use the information systems.	

## FA8N 04 Implement Decommissioning Methods and Procedures for Networks

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

# FA8N 04 Implement Decommissioning Methods and Procedures for Networks

## Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

## If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8N 04 Implement Decommissioning Methods and Procedures for Networks

Candidate's name \_\_\_\_\_

<b>1 Implement decommissioning methods and procedures for networks</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Specify the <b>approved procedures and practices</b> for decommissioning the network.	
1.2 Plan the most appropriate way to decommission the network.	
1.3 Confirm that the <b>environment</b> is suitable to implement the decommissioning.	
1.4 Determine and obtain the <b>resources</b> required to undertake the decommissioning.	
1.5 Ensure that the decommissioning is implemented correctly.	
1.6 Identify any problems with the decommissioning and effectively solve them.	
1.7 Assess the results of the decommissioning to identify the outputs of the network.	
1.8 Confirm that the decommissioning procedure complies with <b>approved procedures and practices</b> and with all <b>regulatory requirements</b> .	
1.9 Ensure that the results of the decommissioning are recorded in the appropriate <b>relevant information</b> systems.	

## FA8N 04 Implement Decommissioning Methods and Procedures for Networks

Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>2 Environment</b> includes:	
<ul style="list-style-type: none"> <li>◆ workplace</li> <li>◆ people</li> <li>◆ varying weather conditions</li> <li>◆ protected areas</li> <li>◆ pollution</li> <li>◆ products</li> <li>◆ workplace and adjacent areas</li> <li>◆ waste management</li> </ul>	
<b>3 Resources</b> include:	
<ul style="list-style-type: none"> <li>◆ plant</li> <li>◆ equipment</li> <li>◆ materials</li> <li>◆ labour</li> <li>◆ consumables</li> </ul>	
<b>4 Regulatory requirements</b> includes:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	

## FA8N 04 Implement Decommissioning Methods and Procedures for Networks

Range (cont)	Evidence or File X-Ref/Coverage
<b>5 Relevant information</b> includes::	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 What factors affect the plans for the decommissioning.	
2 What types of decommissioning problem could occur, and what can be done to deal with them.	
3 What are the decommissioning methods and procedures that could be used for different types of network.	
4 What are the conditions that are suitable and not suitable for different types of decommissioning method and procedure.	
5 How to obtain details of the decommissioning activities being undertaken.	
6 How to verify that the network has been decommissioned.	
7 What are the other networks that could be affected.	
8 What impact could the decommissioning have on other networks.	
9 How to obtain information on resources.	
10 What resources are necessary.	
11 What resources are available.	
12 What are the regulations and guidelines that are relevant.	
13 How to obtain information on regulations and guidelines.	

## FA9J 04 Obtain Information for Decision Making

<b>SCQF level</b>	6	<b>Credit Value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA9J 04 Obtain Information for Decision Making**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA9J 04 Obtain Information for Decision Making

Candidate's name \_\_\_\_\_

<b>1 Obtain information for decision making</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Identify the <b>relevant information</b> you need to make the required decisions.	
1.2 The sources of <b>relevant information</b> which you use are reliable and sufficiently wide-ranging to meet current and likely future <b>relevant information</b> requirements.	
1.3 Methods of obtaining <b>relevant information</b> that are reliable, effective and make efficient use of <b>resources</b> .	
1.4 Methods of obtaining <b>relevant information</b> that are consistent with <b>approved procedures and practices</b> .	
1.5 The <b>relevant information</b> you obtain is accurate, relevant and sufficient to support decision making.	
1.6 Where information is inadequate, contradictory or ambiguous, take prompt and effective action to deal with this.	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Relevant information</b> includes::	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	
<b>2 Resources</b> include:	
<ul style="list-style-type: none"> <li>◆ plant</li> <li>◆ equipment</li> <li>◆ materials</li> <li>◆ labour</li> <li>◆ consumables</li> </ul>	

## FA9J 04 Obtain Information for Decision Making

Range (cont)	Evidence or File X-Ref/Coverage
<b>3 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ Health, Safety and Environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The types of qualitative and quantitative information which are essential to your role and responsibilities, and how to identify these.	
2 The range of sources of information which are available to you, and how to ensure that these are capable of meeting current and likely future information requirements.	
3 How to identify new sources of information which may be required.	
4 The range of methods of gathering and checking the validity of such information and their advantages and disadvantages.	
5 The importance of information management to the team and organisational effectiveness and your role and responsibilities in relation to this.	
6 The organisational values and policies and the legal requirements which have a bearing on the collection of information and how to interpret these.	

**FA9J 04 Obtain Information for Decision Making**

<b>Knowledge and Understanding (cont)</b>	<b>Evidence or File X-Ref/Coverage</b>
7 How to judge the accuracy, relevance and sufficiency of information required to support decision making in different contexts.	
8 How to identify information which may be contradictory, ambiguous or inadequate and how to deal with these problems.	

## FA9Y 04 Record and Store Information

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA9Y 04 Record and Store Information**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA9Y 04 Record and Store Information

Candidate's name \_\_\_\_\_

1 Record and store information	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Systems and procedures for recording and storing <b>relevant information</b> are suitable for the purpose and make efficient use of <b>resources</b> .	
1.2 The way you record and store <b>relevant information</b> in a way that complies with <b>approved procedures and practices</b> .	
1.3 The <b>relevant information</b> you record and store is readily accessible in the required format to authorised <b>individuals and organisations</b> only.	
1.4 Provide opportunities for team members to make suggestions for improvements to <b>approved procedures and practices</b> .	
1.5 Make recommendations for improvements to <b>approved procedures and practices</b> to the relevant <b>individuals and organisations</b> .	
1.6 Recommendations take account of organisational <b>implications and constraints</b> .	
Range	Evidence or File X-Ref/Coverage
<b>1 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job descriptions</li> <li>◆ client documentation (internal and external)</li> </ul>	
<b>2 Resources</b> include:	
<ul style="list-style-type: none"> <li>◆ plant</li> <li>◆ equipment</li> <li>◆ materials</li> <li>◆ labour</li> <li>◆ consumables</li> </ul>	

## FA9Y 04 Record and Store Information

Range (cont)	Evidence or File X-Ref/Coverage
<b>3 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ environmental</li> <li>◆ organisational regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ health, safety and environment</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> <li>◆ in accordance with the industry's expectations of a Construction Supervisor, including the organisation of all aspects of site operations including planned and unplanned work</li> </ul>	
<b>4 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>5 Implications and constraints</b> include:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration, anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather/seasonal conditions</li> </ul>	

## FA9Y 04 Record and Store Information

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Different methods of recording and storing information and their advantages and disadvantages.	
2 The organisational policies and legal requirements which have a bearing on the recording and storage of information and how to interpret these.	
3 Different communication formats which may be required for presenting qualitative and quantitative information.	
4 How to select a communication format appropriate to different purposes and recipients of information.	
5 How to ensure that information is organised in a way that makes it readily accessible.	
6 Principles of confidentiality, what information should be made available to which people.	
7 The importance of providing opportunities for team members to make recommendations on improvements to systems and procedures.	
8 How to encourage and enable team members to make recommendations.	
9 How to assess the effectiveness of current methods of collecting and storing information and the procedures to follow in order to make recommendations on improvements.	

## FA7T 04 Analyse Information to Support Decision Making

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## FA7T 04 Analyse Information to Support Decision Making

### Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA7T 04 Analyse Information to Support Decision Making

Candidate's name \_\_\_\_\_

1 Analyse information to support decision making	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Identify objectives for your <b>analysis</b> which are clear and consistent with the decisions which need to be made.	
1.2 Select <b>relevant information</b> which is accurate, relevant to the objectives and sufficient to arrive at reliable decisions.	
1.3 Use methods of <b>analysis</b> which are suitable to achieve the objectives.	
1.4 <b>Analysis</b> of the <b>relevant information</b> correctly identifies relevant patterns and trends.	
1.5 Support conclusions with reasoned argument and appropriate evidence.	
1.6 In presenting the results of <b>analysis</b> differentiate clearly between fact and opinion.	
1.7 Records of the <b>analysis</b> are sufficient to show the assumptions and decisions made at each stage.	
Range	Evidence or File X-Ref/Coverage
<b>1 Analysis</b> includes:	
<ul style="list-style-type: none"> <li>◆ examination of elements and structure</li> <li>◆ dissemination into constituent parts</li> <li>◆ conclusions and recommendations</li> </ul>	
<b>2 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job instructions</li> <li>◆ client documentation (internal or external)</li> </ul>	

## FA7T 04 Analyse Information to Support Decision Making

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Different approaches to, and methods of, analysing information and how to select methods appropriate to decisions which you have to make.	
2 Types of information, both qualitative and quantitative, which you need to be able to analyse.	
3 How to select information relevant to the decisions you need to make and ensure such information is accurate and relevant.	
4 The importance of the effective analysis of information: your role and responsibility in relation to this.	
5 How to analyse information to identify patterns and trends.	
6 How to draw conclusions on the basis of analysing information.	
7 How to develop and present a reasoned case based on the outcomes of an analysis.	
8 The differences between fact and opinion, how to identify these and present them accordingly.	
9 The importance of record-keeping to the analysis of information and how such records should be kept and used.	

## FA7N 04 Advise and Inform Others

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## FA7N 04 Advise and Inform Others

### Candidate declaration

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA7N 04 Advise and Inform Others

Candidate's name \_\_\_\_\_

1 Advise and inform others	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Research the advice and <b>relevant information</b> needs of recipients in ways which are appropriate and sufficient and take account of organisational <b>implications and constraints</b> .	
1.2 Provide advice and <b>relevant information</b> at a time and place and in a form and manner appropriate to the needs of <b>individuals and organisations</b> .	
1.3 The <b>relevant information</b> provided is accurate, current, relevant and sufficient.	
1.4 Advice is consistent with <b>approved procedures and practices</b> and <b>implications and constraints</b> .	
1.5 Advice is supported by reasoned argument and appropriate evidence.	
1.6 Confirm <b>individuals' and organisations'</b> understanding of the advice and <b>relevant information</b> given.	
1.7 Maintain confidentiality according to <b>approved procedures and practices</b> .	
1.8 Use feedback from <b>individuals and organisations</b> to improve the way you provide advice and <b>relevant information</b> .	
Range	Evidence or File X-Ref/Coverage
1 <b>Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job descriptions</li> <li>◆ client documentation (internal and external)</li> </ul>	

## FA7N 04 Advise and Inform Others

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Implications and constraints</b> include:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration, anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather/seasonal conditions</li> </ul>	
<b>3 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>4 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ environmental</li> <li>◆ organisational regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ health, safety and environment</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> <li>◆ in accordance with the industry's expectations of a Construction Supervisor, including the organisation of all aspects of site operations including planned and unplanned work</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 How to identify information needs.	
2 The types of advice and information which people may require.	
3 How to communicate advice and information effectively both through speaking and in writing.	

## FA7N 04 Advise and Inform Others

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
4 The importance of checking the validity of advice and information provided to others.	
5 How to ensure accuracy, currency, sufficiency and relevance of advice and information.	
6 Organisational policies, procedures and resource constraints which may affect advice given to others.	
7 Situations in which it is appropriate to act on one's own initiative in giving information and advice.	
8 The importance of providing advice and information and their role and responsibilities in relation to this.	
9 How to develop and present a reasoned case when providing advice to others.	
10 The importance of confirming the recipient's understanding of information and advice provided and how to do this.	
11 The principles of confidentiality when handling information and advice — what types of information and advice may be provided to what people.	
12 The importance of seeking feedback on the quality and relevance of the advice and information you provide and how to encourage such feedback.	

## FA86 04 Contribute to Controlling Costs Against Agreed Budgets

SCQF level	6	Credit Value	3
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA86 04    Contribute to Controlling Costs Against Agreed Budgets**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor’s counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier’s name** \_\_\_\_\_

**Internal verifier’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier’s name** \_\_\_\_\_

**External verifier’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA86 04 Contribute to Controlling Costs Against Agreed Budgets

Candidate's name \_\_\_\_\_

<b>1 Contribute to controlling costs against agreed budgets</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Implement appropriate contract <b>cost control systems</b> which are capable of providing early warning of problems.	
1.2 Identify realistic opportunities for cost savings and recommend them to the relevant <b>individuals and organisations</b> .	
1.3 Identify <b>approved procedures and practices</b> which have the potential to save costs and make them available to relevant <b>individuals and organisations</b> .	
1.4 Identify variations to contract requirements and agree and implement appropriate remedial actions with <b>individuals and organisations</b> .	
<b>Range</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Cost control systems</b> includes:	
<ul style="list-style-type: none"> <li>◆ analysis of costs and budgets</li> <li>◆ company procedures</li> <li>◆ alternative options</li> <li>◆ cost benefits</li> <li>◆ recommendations</li> </ul>	
<b>2 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	

## FA86 04 Contribute to Controlling Costs Against Agreed Budgets

Range (cont)	Evidence or File X-Ref/Coverage
<b>3 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ environmental</li> <li>◆ organisational regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ health, safety and environment</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> <li>◆ in accordance with the industry's expectations of a Construction Supervisor, including the organisation of all aspects of site operations including planned and unplanned work.</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Types of cost and control systems.	
2 How to implement contract cost control systems.	
3 Cost saving systems and processes.	
4 To whom savings should be recommended.	
5 How to identify variations to contract requirements.	
6 Types of remedial action you would be expected to take.	
7 Who to agree remedial action with individuals and organisations.	

## FA87 04 Control Network Activities Against Quality Standards and Systems

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA87 04 Control Network Activities Against Quality Standards and Systems**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA87 04 Control Network Activities Against Quality Standards and Systems

Candidate's name \_\_\_\_\_

1 Control network activities against quality standards and systems	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Communicate appropriate <b>approved procedures and practices</b> to relevant <b>individuals and organisations</b> .	
1.2 Implement <b>approved procedures and practices</b> for adequate inspection of work and recording outcomes.	
1.3 Clearly communicate <b>individuals' and organisations'</b> responsibilities for maintaining <b>approved procedures and practices</b> and <b>regulatory requirements</b> and their implications.	
1.4 Regularly check <b>equipment, materials and products</b> to ensure they meet <b>approved procedures and practices</b> .	
1.5 Regularly check <b>installation and construction methods and procedures</b> and the utilisation of materials for conformance in meeting <b>approved procedures and practices</b> .	
1.6 Promptly identify non-compliance with <b>regulatory requirements</b> , investigate them thoroughly and report the detail to relevant <b>individuals and organisations</b> .	
1.7 Identify work which fails to meet <b>approved procedures and practices</b> and implement and record corrective action.	
1.8 Refer relevant amendments to <b>approved procedures and practices</b> to <b>individuals and organisations</b> and accurately record the details.	

## FA87 04 Control Network Activities Against Quality Standards and Systems

Performance Criteria (cont) — the candidate can:	Evidence or File X-Ref/Coverage
1.9 Record failures to respond to written requests to remedy unacceptable standards within a given time and notify <b>individuals and organisations</b> accordingly.	
Range	Evidence or File X-Ref/Coverage
<b>1 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ environmental</li> <li>◆ organisational regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ health, safety and environment</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> <li>◆ in accordance with the industry's expectations of a Construction Supervisor, including the organisation of all aspects of site operations including planned and unplanned work</li> </ul>	
<b>2 Individuals and organisations</b> include::	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>3 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements</li> <li>◆ health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	

## FA87 04 Control Network Activities Against Quality Standards and Systems

Range (cont)	Evidence or File X-Ref/Coverage
<b>4 Equipment, materials and products</b> include:	
<ul style="list-style-type: none"> <li>◆ selection of vehicles, tools, ancillary equipment and machines</li> <li>◆ valves and fittings</li> <li>◆ pipes and consumables</li> <li>◆ health, safety and environmental protection equipment</li> <li>◆ hazardous and non-hazardous materials</li> </ul>	
<b>5 Installation and construction methods and procedures</b> include:	
<ul style="list-style-type: none"> <li>◆ work by self and others</li> <li>◆ involving site, equipment, materials and other resources</li> <li>◆ assembly of fittings, pipework and ancillaries, positioning and jointing including connections in accordance with industry standards</li> </ul>	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Organisational quality standards and systems, legal and statutory responsibilities related to network activities.	
2 Recording requirements.	
3 Who requires specific information.	
4 Checking routines and methods.	
5 Information sources.	
6 Communication methods.	
7 Investigation methods.	
8 Corrective actions for work failing to meet requirements.	
9 The importance of recording information.	

## FA8J 04 Establish and Maintain Professional Relationships

SCQF level	6	Credit Value	3
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8J 04 Establish and Maintain Professional Relationships**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8J 04 Establish and Maintain Professional Relationships

Candidate's name \_\_\_\_\_

1 Establish and maintain professional relationships	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Conduct and conclude liaison and communications with relevant <b>individuals and organisations</b> in a manner which promotes goodwill and trust.	
1.2 Establish and maintain constructive relationships with relevant <b>individuals and organisations</b> within <b>the implications and constraints</b> of other commitments.	
1.3 Keep relevant <b>individuals and organisations</b> informed in an appropriate level of detail about activities, progress, results, achievements and outcomes.	
1.4 Sensitively offer advice and help, and encourage relevant <b>individuals and organisations</b> to ask questions, seek clarification and make comments at appropriate stages of <b>network activity</b> .	
1.5 Provide clear and accurate <b>relevant information</b> about potential threats and opportunities, with an appropriate degree of urgency.	
1.6 Present proposals for action at an appropriate time and with the right level of detail for the degree of change, expenditure and <b>risks</b> involved.	
1.7 Identify the reasons for rejection of proposals, and put forward viable alternatives, if appropriate.	
1.8 Deal with differences of opinion in ways which minimise offence, and resolve conflicts in ways that maintain professional relationships.	

## FA8J 04 Establish and Maintain Professional Relationships

Range	Evidence or File X-Ref/Coverage
<b>1 Individuals and organisations</b> include:	
<ul style="list-style-type: none"> <li>◆ customers</li> <li>◆ contractors</li> <li>◆ network operatives</li> <li>◆ colleagues</li> <li>◆ statutory bodies</li> </ul>	
<b>2 Implications and constraints</b> include:	
<ul style="list-style-type: none"> <li>◆ customer considerations</li> <li>◆ work details (including design, extent, location, time, duration, anticipated completion time)</li> <li>◆ availability of resources</li> <li>◆ effect of weather/seasonal conditions</li> </ul>	
<b>3 Network activity</b> includes:	
<ul style="list-style-type: none"> <li>◆ routine and non-routine activities</li> <li>◆ response to changed circumstances</li> <li>◆ works that affect company employees and others</li> </ul>	
<b>4 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job descriptions</li> <li>◆ client documentation (internal and external)</li> </ul>	
<b>5 Risks</b> include:	
<ul style="list-style-type: none"> <li>◆ those which can be eliminated, reduced or controlled</li> </ul>	

**FA8J 04 Establish and Maintain Professional Relationships**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 How to carry out liaison and communication.	
2 How to establish professional and constructive relationships.	
3 The importance of keeping people informed.	
4 Relevant communication skills and methods of varying communication.	
5 How to present proposals for action.	
6 How to deal with differences of opinion and resolve conflict.	

## FA83 04 Coach Individual Learners

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA83 04 Coach Individual Learners**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA83 04 Coach Individual Learners

Candidate's name \_\_\_\_\_

1 Coach individual learners	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Base your coaching on an accurate identification of individual needs and learning style.	
1.2 Base your coaching on an accurate identification of agreed <b>learning objectives</b> .	
1.3 Coaching is given in a manner and pace appropriate to <b>learners</b> .	
1.4 Base your skills coaching on an accurate analysis of the components of the skills and the sequence in which they need to be learnt.	
1.5 Regularly check the learners' progress and modify their coaching as appropriate.	
1.6 Give timely feedback to <b>learners</b> , in a positive and encouraging manner, on the process of learning and their progress towards <b>learning activities</b> .	
1.7 Identify and explore with the <b>learner</b> any factors which are inhibiting learning.	
Range	Evidence or File X-Ref/Coverage
<b>1 Learning objectives</b> includes:	
<ul style="list-style-type: none"> <li>◆ predetermined and informal</li> <li>◆ identified by the organisation, yourself or the individual</li> </ul>	
<b>2 Learners</b> include:	
<ul style="list-style-type: none"> <li>◆ employees, contractor's employees and members of public including customers</li> </ul>	
<b>3 Learning activities</b> include:	
<ul style="list-style-type: none"> <li>◆ in the workplace and other locations</li> </ul>	

## FA83 04 Coach Individual Learners

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 How to identify individual learning needs.	
2 Different learning styles.	
3 How to match coaching opportunities with individual learning needs and learning objectives.	
4 How to sequence and pace information and gauge appropriateness of language for individual learners.	
5 How to put learners at ease.	
6 How to give constructive feedback.	
7 Likely factors which inhibit learning and possible ways of overcoming them.	
8 How to check learners' understanding and progress.	

## H5XN 04 Support Individuals' Learning and Development

SCQF level	7	Credit Value	6	GLH	
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements for Unit H5XN 04 (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## H5XN 04 Support Individuals' Learning and Development

### Candidate declaration

I confirm that the evidence listed for **Unit H5XN 04** is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Assessor confirmation

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit H5XN 04**.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

### If sampled

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## H5XN 04 Support Individuals' Learning and Development

Candidate's name \_\_\_\_\_

<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Promote the benefits of learning to people in your area of responsibility and recognise their willingness and efforts to learn.	
1.2 Give individuals objective, specific and valid feedback on their work performance, discussing and agreeing how they can improve.	
1.3 Engage individuals in identifying and obtaining information on a range of possible learning activities to address identified learning needs.	
1.4 Discuss with individuals future roles and responsibilities that are compatible with their competences and potential.	
1.5 Discuss and agree personal development plans which include learning activities to be undertaken, the learning objectives to be achieved, the required resources and timescales.	
1.6 Support individuals in undertaking learning activities, making required resources available and making efforts to remove any obstacles to learning.	
1.7 Provide individuals with appropriate opportunities to apply their developing competences in the workplace.	

## H5XN 04 Support Individuals' Learning and Development

Candidate's name \_\_\_\_\_

Performance Criteria (cont) — the candidate can:	Evidence or File X-Ref/Coverage
1.8 Recognise and make use of unplanned learning opportunities.	
1.9 Discuss with individuals their experience of learning activities and the extent to which learning objectives have been achieved.	
1.10 Discuss with individuals their progress and their readiness to take on new roles and responsibilities, and agree the support and supervision they will require.	
1.11 Appoint individuals to roles and responsibilities that are compatible with their competences and potential.	
1.12 Provide individuals with the support and supervision they require and ensure they receive specific feedback to enable them to improve their performance.	
1.13 Discuss and agree revisions to personal development plans in the light of their performance, learning activities undertaken and any wider changes.	
1.14 Encourage people to take responsibility for their own learning and development, including practicing and reflecting on what they have learned.	
1.15 Seek and make use of specialist expertise, where required.	

## H5XN 04 Support Individuals' Learning and Development

<b>General Knowledge and Understanding</b>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 The benefits of learning for individuals and organisations and how to promote these.	
2 Ways in which you can develop a culture in which learning is valued and willingness and efforts to learn are recognised.	
3 How to identify potential future roles and responsibilities for individuals.	
4 How to provide individuals with the support and supervision they need.	
5 How to provide individuals with objective, specific and valid feedback designed to improve their performance.	
6 How to prioritise individuals' learning needs, including taking account of organisational needs and priorities and the personal and career development needs of individuals.	
7 Different types of learning activities, their advantages and disadvantages and the required resources (for example, time, fees, substitute staff).	
8 How/where to identify and obtain information on different learning activities.	

## H5XN 04 Support Individuals' Learning and Development

<b>General Knowledge and Understanding (cont)</b>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
9 Why it is important for individuals to have a written personal development plan and what it should contain (for example, identified learning needs, learning activities to be undertaken and the learning objectives to be achieved, timescales and required resources).	
10 How to set learning objectives which are SMART (Specific, Measurable, Agreed, Realistic and Time-bound).	
11 What type of support individuals might need to undertake learning activities, the resources needed and the types of obstacles they may face and how they can be resolved.	
12 How to evaluate whether learning activities have achieved their intended learning objectives.	
13 The importance of regularly reviewing and updating personal development plans in the light of performance, any learning activities undertaken and any wider changes.	
14 How to take account of equality legislation, any relevant codes of practice and general diversity and inclusion issues in providing learning opportunities for colleagues.	
15 How to encourage people to take responsibility for their own learning and development, including personal reflection on their performance.	
16 Sources of specialist expertise in relation to identifying and providing learning for colleagues.	

## H5XN 04 Support Individuals' Learning and Development

<b>Industry/Sector specific Knowledge and Understanding</b>	
17	Industry/sector requirements for the development or maintenance of knowledge, skills and competence.
18	Learning issues and specific initiatives and arrangements that apply within the industry/sector.
19	Working culture and practices of the industry/sector.
<b>Context specific Knowledge and Understanding</b>	
20	Individuals in your team, their roles, responsibilities, competences and potential.
21	Identified gaps in individuals' knowledge, skills and competence.
22	Identified learning needs of individuals.
23	Learning styles or combinations of styles preferred by individuals.
24	Individuals' personal development plans.
25	Learning activities and resources available in/to your organisation.
26	Opportunities for individuals' career development in your organisation.
27	Opportunities for applying developing competences in the workplace.
28	Support and supervision available to individuals within your organisation.
29	Sources of specialist expertise available in relation to identifying and providing learning and development opportunities for individuals.
30	Your organisation's learning and personal and professional development policy and practices.
31	Your organisation's policies in relation to equality and diversity.
32	Your organisation's performance appraisal systems.

## H5XN 04 Support Individuals' Learning and Development

<b>Behaviours</b>	
1	Seize opportunities presented by the diversity of people.
2	Recognise changes in circumstances promptly and adjust plans and activities accordingly.
3	Find practical ways to overcome obstacles.
4	Show empathy with others' needs, feelings and motivations and take an active interest in their concerns.
5	Support others to make effective use of their abilities.
6	Recognise the achievements and success of others.
7	Develop knowledge, understanding, skills and performance in a systematic way.
8	Inspire others with the desire to learn.
9	Show integrity, fairness and consistency in decision making.
10	Say no to unreasonable requests.
11	Address performance issues promptly and resolve them directly with the people involved.
12	Clearly agree what is expected of others and hold them to account.

## H5XN 04 Support Individuals' Learning and Development

<b>Skills</b>	
1 Coaching	
2 Communicating	
3 Decision-making	
4 Delegating	
5 Empathising	
6 Empowering	
7 Evaluating	
8 Inspiring	
9 Involving others	
10 Leading by example	
11 Mentoring	
12 Monitoring	
13 Motivating	
14 Persuading	
15 Planning	
16 Problem solving	
17 Providing feedback	
18 Questioning	
19 Reviewing	
20 Setting objectives	
21 Thinking strategically	
22 Valuing and supporting others	

## FA8R 04 Inform Customers about Network Construction (Water) Related Issues

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8R 04 Inform Customers about Network Construction (Water) Related Issues**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8R 04 Inform Customers about Network Construction (Water) Related Issues

Candidate's name \_\_\_\_\_

1 Inform customers about network construction (water) related issues	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Ensure your approach to <b>customers</b> meets <b>approved procedures and practices</b> for <b>customer</b> contact.	
1.2 Treat <b>customers</b> in a courteous and helpful manner.	
1.3 Identify and confirm the detail of the network construction (water) related issue with the <b>customers</b> .	
1.4 Provide accurate information about <b>regulatory requirements</b> and <b>approved procedures and practices</b> regarding network construction (water) related issues.	
1.5 Determine who has responsibility for network construction (water) related issues according to <b>approved procedures and practices</b> .	
1.6 Where the <b>customers</b> have responsibility for a network construction (water) related issue, confirm that they have understood what this entails.	
1.7 Record <b>relevant information</b> according to <b>approved procedures and practices</b> .	
Range	Evidence or File X-Ref/Coverage
1 The <b>customers</b> include:	
◆ existing, new and potential	

## FA8R 04 Inform Customers about Network Construction (Water) Related Issues

Range (cont)	Evidence or File X-Ref/Coverage
<b>2 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	
<b>3 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	
<b>4 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job descriptions</li> <li>◆ client documentation (internal and external)</li> </ul>	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Codes of practice and organisational requirements for customer contact.	
2 Customers' legal obligations for leakage on service pipes.	
3 Organisational policies and legal obligations regarding leakage on service pipes.	
4 Methods for deciding responsibility for leakage, and repair methods.	

**FA8R 04 Inform Customers about Network Construction (Water) Related Issues**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
5 The importance of checking that the customer has understood what their responsibility entails.	
6 Recording requirements.	

## FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues

<b>SCQF level</b>	6	<b>Credit Value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues

Candidate's name \_\_\_\_\_

1 Agree a course of action to deal with network construction (water) related issues	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Confirm the details of the network construction (water) related issue with the <b>customers</b> .	
1.2 Check that the <b>customers</b> understand the <b>regulatory requirements</b> and those of the organisation.	
1.3 Confirm responsibility for network construction or maintenance according to <b>relevant information</b> provided, <b>approved procedures and practices</b> .	
1.4 Agree a suitable course of action with the <b>customers</b> to meet <b>regulatory requirements</b> and <b>approved procedures and practices</b> .	
1.5 In cases where the <b>customer</b> refuses to accept the defined course of action, then refer the matter as required and inform the <b>customer</b> of the details of this.	
1.6 Dealings with the <b>customers</b> meet <b>approved procedures and practices</b> .	
1.7 Record <b>relevant information</b> according to <b>approved procedures and practices</b> .	

## FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues

Range	Evidence or File X-Ref/Coverage
<b>1 The Customers</b> include:	
<ul style="list-style-type: none"> <li>◆ existing, new and potential</li> </ul>	
<b>2 Regulatory requirements</b> include:	
<ul style="list-style-type: none"> <li>◆ legislative and statutory requirements including health, safety and environmental</li> <li>◆ continuity of supply and water quality</li> <li>◆ industry regulations and requirements</li> </ul>	
<b>3 Relevant information</b> includes:	
<ul style="list-style-type: none"> <li>◆ sources of information</li> <li>◆ statutory and non-statutory reports</li> <li>◆ company documentation</li> <li>◆ job descriptions</li> <li>◆ client documentation (internal and external)</li> </ul>	
<b>4 Approved procedures and practices</b> include:	
<ul style="list-style-type: none"> <li>◆ health, safety and environmental related to the individual and others</li> <li>◆ organisational</li> <li>◆ regulatory</li> <li>◆ statutory</li> <li>◆ emergency</li> <li>◆ operational</li> <li>◆ contingency plans</li> <li>◆ relevant company policies</li> <li>◆ relevant client policies (internal or external)</li> <li>◆ approved materials and equipment and procedures</li> <li>◆ risk assessments</li> </ul>	

**FA7P 04 Agree a Course of Action to Deal with Network Construction (Water) Related Issues**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
1 Organisational policies and legal obligations regarding leakage on service pipes.	
2 Customers' legal obligations for leakage on service pipes.	
3 The importance of checking that the customer understands the legal position regarding leaks on service pipes.	
4 Organisational requirements for dealing with leaks on service pipes and for dealing with customers.	
5 Recording requirements.	

## FA8H 04 Establish and Maintain Effective Working Relationships in Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8H 04      Establish and Maintain Effective Working Relationships in Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FA8H 04      Establish and Maintain Effective Working Relationships in Utilities Network Construction**

**Candidate's name** \_\_\_\_\_

<b>1    Establish and maintain productive working relationships</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1    Deal with colleagues, associates, managers, supervisors, customers and members of the general public in a manner which promotes good will.	
1.2    Deal with reasonable requests positively and in a timely manner.	
1.3    Offer support and assistance to colleagues and associates who appear to be in work-related difficulties.	
1.4    Respond to people in a courteous manner.	
1.5    Deal with outside bodies in a positive and courteous manner.	
1.6    Refer to the designated person all unresolved matters likely to result in breakdown of working relationships.	
1.7    Co-operate with others to find effective ways to deal with work problems.	

**FA8H 04      Establish and Maintain Effective Working Relationships in Utilities Network Construction**

<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow operational and organisational procedures for communicating information to other people.	
2.2 Maintain records in accordance with operational and organisational requirements.	
2.3 Check with designated personnel any circumstances where information appears to be incorrect.	
2.4 Use organisational information systems to record and store data.	
2.5 Respond courteously to colleagues and others.	

<b>3 Resolve problems which arise that could damage effective relationships</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Deal promptly with problems within the limits of responsibility of the job role.	
3.2 Refer problems and conditions outside the responsibility of the job role to the designated person using approved procedures.	

**FA8H 04      Establish and Maintain Effective Working Relationships in Utilities Network Construction**

<b>Knowledge and Understanding</b>		<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>		
1	The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2	The health and safety guidance governing work in excavations.	
3	The safe procedures for handling hazardous materials.	
4	Organisational accident recording and reporting procedures.	
5	The range and use of personal protective equipment for the work.	
<b>Productive working relationships</b>		
6	How to create and maintain working relationship with work colleagues and associates, suppliers, contractors, other utilities, those working for statutory bodies, and other organisations.	
7	The range and roles of other persons involved in the work activities, including other trades and representatives from statutory organisations.	
8	How to deal with groups and individuals with diverse roles and responsibilities and business environments.	
9	How to recognise and deal with problems effecting working relationships.	

**FA8H 04      Establish and Maintain Effective Working Relationships in Utilities Network Construction**

<b>Knowledge and Understanding</b>		<b>Evidence or File X-Ref/Coverage</b>
<b>Productive working relationships (cont)</b>		
10	The lines of communications to be followed when communicating information to customers, clients and work colleagues.	
11	Methods of communication used to communicate with others including, oral, written and electronic.	
12	The documentation to use when communicating information to individuals and groups.	
13	How to resolve problems that are affecting productivity and the achievement of work goals.	
14	Legislative requirements including any licensing or certification for the work activities.	
15	Emergency procedures.	
16	How to comply with the requirements of the health and safety at work act in respect of work activities.	

## FA8M 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>	<b>Assessor's name</b>
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Excavate on site to requirements</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Determine the method of excavation which is suitable for the surface and sub-surface materials being removed and which meets with statutory and regulatory Codes of Practice.	
1.2 Carry out site-specific risk assessment, and review in accordance with company procedures.	
1.3 Select and wear the designated PPE.	
1.4 Select and use the tools and equipment that are the most suitable for the method of excavation to be used.	
1.5 Confirm the position and size of excavation in accordance with instructions and the work specification.	
1.6 Excavate, identify, select, segregate and store materials in accordance with work instructions and Codes of Practice.	
1.7 Carry out the excavation in a manner that avoids damage to supply apparatus.	
1.8 Minimise damage to the natural environment in accordance with technical guidance and keep gullies and water courses clear at all times.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

<b>1 Excavate on site to requirements (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.9 Support and protect exposed supply apparatus in accordance with work instructions and relevant Codes of Practice.	
1.10 Remove surplus materials in accordance with work instructions and requirements.	
1.11 Confirm dimensions and condition of excavation with instructions and the works specification.	
1.12 Ensure work is carried out to approved procedures and practices and in compliance with statutory requirements.	

<b>2 Maintain the integrity of the excavation</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Confirm the method of support is fit-for-purpose to the size of the excavation and the nature of the ground conditions and adjacent structures.	
2.2 Carry out installation and removal of support mechanisms in accordance with instructions and relevant Codes of Practice.	
2.3 Maintain the condition of the excavation by adjustment to support mechanisms and removal of ground water as required.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

<b>2 Maintain the integrity of the excavation (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.4 Monitor and maintain the condition of support mechanisms safely to the requirements in accordance with operational and organisational safe working procedures.	
2.5 Take steps to resolve situations that require measures to deal with dangerous atmospheres in accordance with relevant Codes of Practice and safe working procedures.	
2.6 Establish arrangements for access to, and egress from, the excavation in accordance with statutory requirements and approved procedures and practices.	
2.7 Ensure all safety checks are carried out before any entry into excavation.	
2.8 Take steps to ensure the site-specific risk assessment provides adequate safeguards in work practices to deal with the excavation becoming a confined space.	
2.9 Confirm the condition of the ground area adjacent to the excavation as safe in accordance with relevant Codes of Practice.	
2.10 Carry out all work to approved procedures and practices and in compliance with statutory requirements.	

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Use information in the work instructions and specification to determine the work site and area to be excavated.	
3.2 Report detrimental conditions and defects of the excavation and support mechanisms outside the responsibility of the job holder, in accordance with relevant Codes of Practice.	
3.3 Use approved procedures and practices and statutory requirements to determine the requirement for excavation support.	
3.4 Check with the designated personnel any circumstances where information appears incorrect.	
3.5 Use organisational information systems to record and store data and information.	
3.6 Follow all procedures where you are a lone worker.	

**FA8M 04      Excavate and Maintain Holes and Trenches for  
Utilities Network Construction**

<b>4    Resolve problems that arise from the excavation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1    Report promptly — to the designated person — any damage to supply apparatus.	
4.2    Resolve day-to-day problems within the responsibility of the job role.	
4.3    Advise colleagues or managers where situations need them to intervene.	
4.4    Refer matters outside responsibility of the job role to the designated people using approved procedures.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Excavation</b>	
6 Legislation governing supports for excavations.	
7 Safe procedures for handling the range of excavation support equipment.	
8 The main methods of excavation including hand dig and machine.	
9 The equipment used for hand and machine excavation including hand and power tools and motorised equipment.	
10 Types of surfaces and sub-surfaces	
11 The types of sub-surface materials used for the different paving surfaces.	

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
12 The main statutory requirements of operatives engaged in excavation work in terms of personal protection, excavation activities, the support of supply apparatus, the support of excavations.	
13 The need for a competent banksman when excavating by machine.	
14 Requirements of legislation including statutory and regulatory provisions.	
15 Refer matters outside responsibility of the job role to the designated people using approved procedures.	
16 The selection, use and care of hand and power tools.	
17 Essential maintenance of hand and power tools.	
18 The types of damage to supply apparatus that can occur with the use of incorrect excavation practices.	
19 The safety risks in using incorrect excavation practices.	
20 The possible cost implications of incorrect excavation practices.	
21 The cost implications of exceeding the safe minimum required size of excavations, as determined by site requirements, in terms of additional labour and materials for the job.	

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
22 The additional inconvenience to the general public or the customer that could arise from excavations that exceed the minimum required size.	
23 The types and function of the different supplies that may be countered in excavation works, including utilities and other agency apparatus and above ground services, built structures, and natural features.	
24 How to identify the different types of supplies encountered in excavation work.	
25 How failure to provide proper support could lead to damage to supply apparatus or sub-structures.	
26 How failure to provide proper support to supply apparatus or sub-structures could lead to work having to be redone, with serious cost and operational implications.	
27 How failure to provide proper support to supply apparatus or sub-structures could lead to major safety hazards.	
28 The importance of economy in the use of powered or motorised equipment for excavation works.	
29 Safe methods of storage or disposal of materials with a potential environmental hazard.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
30 How the use of incorrect materials could lead to damage to the supply apparatus or sub-structure, costs in re-doing work, and delays in the job programme.	
31 How incorrect storage of materials could render materials unfit for use, with consequent cost implications.	
32 Approved procedures and practices in the context of the operations, the work activity and the workplace.	
33 Industry procedures and practices for excavation work including environmental, organisational, regulatory, emergency, operational, health, safety and environment compliance, company procedures and risk assessments within the remit of the candidate's responsibility.	
34 The roles and responsibilities of persons within the site/highways operations team.	
35 Site management structures for site or highways operations.	
36 The importance of referring problems outside the job holder's responsibility to the designated persons.	
37 Responsibilities of the employer and employee under the Health and Safety at Work Act for work in excavations.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
38 Health and safety guidelines governing work in excavations.	
39 Safe procedures for handling the range of excavation equipment.	
40 Safe procedures for handling hazardous materials.	
41 Accident recording and reporting procedures.	
42 The range and use of personal protective equipment used in excavation works.	
43 Main industry procedures and practices for excavation work including environmental, organisational, regulatory, emergency, operational, Health, Safety and Environment compliance, company procedures and risk assessments within the remit of the job holder's responsibility.	
44 How to recognise situations that could be, or become, a confined space and how to deal with them effectively.	
45 The roles and responsibilities of persons within the site or highways operations team.	
46 Site management structures for site or highways operations.	
47 The importance of referring to designated persons, problems that are outside the area of the job holder's responsibility.	

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
48 Procedures for reporting and recording job progress, problems, deviations to work programmes.	
49 Methods and principles of excavation support systems, including timber, sheeting, mechanical systems.	
50 Materials for excavation support systems, including timber, metal sheet.	
51 Circumstances where excavation support must be installed.	
52 Excavation support systems for different excavation depths and soil types.	
53 Excavation support systems for excavations that may be subject to subsidence.	
54 Causes of instability in excavated areas, including soil types, presence of ground water, leaks from water and drainage pipework.	
55 Situations where excavation pumping systems may have to be used.	
56 Environmental considerations to be taken into account when disposing of trench water.	
57 Hazards that could arise from working in excavations without natural or assisted ventilation.	

**FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Excavation (cont)</b>	
58 Hazards arising from leaks or damaged supply apparatus.	
59 Hazards associated with damage to electrical apparatus.	
60 Situations where atmosphere monitoring equipment could be used.	
61 Design and use of atmosphere monitoring equipment.	
62 Consequences for the safety of the workforce, supply apparatus, other sub-structures, job progress and cost if the integrity of the excavation is not maintained.	

## FA8M 04 Excavate and Maintain Holes and Trenches for Utilities Network Construction

Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

Glossary	Evidence or File X-Ref/Coverage
<b>1 Supply Apparatus</b>	
The supply apparatus for utilities and other agencies, above and below ground services, built structures, and the natural environment (eg, foundations, tree roots, natural watercourses).	
<b>2 Surface and sub-surface</b>	
Flexible, composite, rigid and modular pavement construction, verge, natural ground.	
<b>3 Approved procedures and practices</b>	
Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

**Evidence Requirements** (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

**The evidence is:**

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))

Candidate's name \_\_\_\_\_

<b>1 Interpret technical information for installing components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use drawings, records, work documents, manuals, and technical specifications to provide work details for component installation.	
1.2 Take off dimensions, lengths, widths, and quantities from the technical information.	
1.3 Take off the positions of utilities plant, services, buildings, kerbs and boundaries from the technical information.	
1.4 Make corrections through drawings, records and work documents.	
<b>2 Select components and resources for installation of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the type of the components in compliance with the work and quality specifications.	
2.2 Follow procedures to replace defective components, non-match components, and sub-standard components.	
2.3 Ensure sufficient labour, plant, equipment, materials and consumables are available for the job in hand.	
2.4 Deal promptly and effectively with actual and predicted changes to the planned use of the resource.	

## FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))

<b>2 Select components and resources for installation of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.5 Check components and installation equipment for operability and ensure free from damage.	
<b>3 Install components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Determine method of installation to be used (eg mains bursting, dead insertion, live insertion, soil displacement, directional drilling, and open cut).	
3.2 Carry out a site-specific risk assessment and review in accordance with company policy.	
3.3 Select and wear the designated PPE.	
3.4 Check and confirm the condition of the excavation conforms with instructions and specifications.	
3.5 Select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions.	
3.6 Position components in accordance with the specification.	
3.7 Assemble components to industry standards using mechanical and/or fusion welding techniques.	
3.8 Take adequate precautions to prevent damage to components, tools and equipment during installation.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

<b>3 Install components of the system (cont)</b>	
<b>Performance Criteria — the candidate can:</b>	<b>Evidence or File X-Ref/Coverage</b>
3.9 Protect installed assets with fine fill in accordance with specification and codes of practice.	
3.10 Maintain proximity distances from other utilities apparatus in accordance with approved codes of practice.	
3.11 Ensure installed assets are supported and anchored in accordance with codes of practice.	
3.12 Connect to existing system using in-line squeeze off, side entry or top entry tee, in accordance with codes of practice.	
3.13 Check quality of installation and confirm compliance with specified standard.	
3.14 Maintain the security and safety of the system and third parties where work is not complete or not to schedule.	
3.15 Ensure work practices conform to safe working procedures throughout the work activity.	
3.16 Follow all procedures where lone working is required.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Provide oral information to the people who will require technical information in a way that ensures they have understood it.	
4.2 Provide written instructions to the people who will be using technical information in a way that suits the type of information and how it will be used.	
4.3 Confirm the recipients of technical information have understood it.	
4.4 Report, to a designated person, any inaccuracies in the technical information sources used.	
4.5 Complete work documentation accurately and record it in the specified place or pass to a designated person.	
4.6 Follow correct procedures if working on a 'permit to work' designated activity.	
<b>5 Resolve problems that arise from technical information and installation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Report — to the designated person — damage or defects to tools, equipment or materials.	
5.2 Report work which is incomplete and not to schedule to the designated person.	
5.3 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Installing engineering products or assets</b>	
6 The importance of carrying out on-site risk assessments and the need for constant review.	
7 The importance of understanding and implementing a safe system of work (SSOW) document when working in excavations.	
8 Organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice.	
9 The implications for not obtaining the correct authorisation.	
10 The factors affecting, and means of confirming, the suitability of excavations.	
11 Potential dangers in trenches and holes.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Installing engineering products or assets (cont)</b>	
12 The main responsibilities of employers and employees under the current working at height regulations.	
13 The dangers of taking actions that can create confined spaces risks in excavations.	
14 The implications of using incorrect plant, tools, materials and system components.	
15 Actions to be taken where plant, tools, materials and system components fail to meet required specification.	
16 Faults associated with use of inappropriate installation methods and tools.	
17 Range of isolation methods available and rationale for selection.	
18 The procedure for obtaining authorisation to proceed with connections.	
19 The importance of obtaining necessary permissions for isolation of any part of utilities network.	
20 Range of actions to be taken if work cannot proceed to schedule.	
21 Means of determining appropriate safe remedial action if work cannot proceed.	

**FA8W 04 Install Engineering Products or Assets for Utility Network Construction (above 300mm NB (315mm PE))**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>Installing engineering products or assets (cont)</b>	
22 Methods of accessing information obtainable from reference documents, Regulations, Codes of Practice.	
23 The organisation's policy and procedures for meeting relevant statutory requirements, Regulations, Codes of Practice.	
24 Types and causes of disruption likely and avoidance measures.	
25 Dangers of inadequate handling and lifting procedure.	
26 Types and signs of defect likely to be present on sub-system and means of determining the correct, and safe, action.	
27 The importance of compliance with current industry standards.	

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

Candidate's name \_\_\_\_\_

<b>1 Interpret technical information for installing components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use drawings, records, work documents, manuals, and technical specifications to provide work details for component installation.	
1.2 Take off dimensions, lengths, widths, and quantities from the technical information.	
1.3 Take off the positions of utilities plant, services, buildings, kerbs and boundaries from the technical information.	
1.4 Make corrections through drawings, records and work documents.	
<b>2 Select components and resources for installation of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the type of the components in compliance with the work and quality specifications.	
2.2 Follow procedures to replace defective components, non-match components, and sub-standard components.	
2.3 Ensure sufficient labour, plant, equipment, materials and consumables are available for the job in hand.	
2.4 Deal promptly and effectively with actual and predicted changes to the planned use of the resource.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

<b>2 Select components and resources for installation of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.5 Check components and installation equipment for operability and ensure free from damage.	
<b>3 Install components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Determine method of installation to be used (eg mains bursting, dead insertion, live insertion, soil displacement, directional drilling, and open cut).	
3.2 Carry out a site-specific risk assessment and review in accordance with company policy.	
3.3 Select and wear the designated PPE.	
3.4 Check and confirm the condition of the excavation conforms with instructions and specifications.	
3.5 Select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions.	
3.6 Position components in accordance with the specification.	
3.7 Assemble components to industry standards using mechanical and/or fusion welding techniques.	
3.8 Take adequate precautions to prevent damage to components, tools and equipment during installation.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

<b>3 Install components of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.9 Protect installed assets with fine fill in accordance with specification and codes of practice.	
3.10 Maintain proximity distances from other utilities apparatus in accordance with approved codes of practice.	
3.11 Ensure installed assets are supported and anchored in accordance with codes of practice.	
3.12 Connect to existing system using in-line squeeze off, side entry or top entry tee, in accordance with codes of practice.	
3.13 Check quality of installation and confirm compliance with specified standard.	
3.14 Maintain the security and safety of the system and third parties where work is not complete or not to schedule.	
3.15 Ensure work practices conform to safe working procedures throughout the work activity.	
3.16 Follow all procedures where lone working is required.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Provide oral information to the people who will require technical information in a way that ensures they have understood it.	
4.2 Provide written instructions to the people who will be using technical information in a way that suits the type of information and how it will be used.	
4.3 Confirm the recipients of technical information have understood it.	
4.4 Report, to a designated person, any inaccuracies in the technical information sources used.	
4.5 Complete work documentation accurately and record it in the specified place or pass to a designated person.	
4.6 Follow correct procedures if working on a 'permit to work' designated activity.	
<b>5 Resolve problems that arise from technical information and installation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Report — to the designated person — damage or defects to tools, equipment or materials.	
5.2 Report work which is incomplete and not to schedule to the designated person.	
5.3 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Installing engineering products or assets</b>	
6 The importance of carrying out on-site risk assessments and the need for constant review.	
7 The importance of understanding and implementing a safe system of work (SSOW) document when working in excavations.	
8 Organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice.	
9 The implications for not obtaining the correct authorisation.	
10 The factors affecting, and means of confirming, the suitability of excavations.	
11 Potential dangers in trenches and holes.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Installing engineering products or assets (cont)</b>	
12 The main responsibilities of employers and employees under the current working at height regulations.	
13 The dangers of taking actions that can create confined spaces risks in excavations.	
14 The implications of using incorrect plant, tools, materials and system components.	
15 Actions to be taken where plant, tools, materials and system components fail to meet required specification.	
16 Faults associated with use of inappropriate installation methods and tools.	
17 Range of isolation methods available and rationale for selection.	
18 The procedure for obtaining authorisation to proceed with connections.	
19 The importance of obtaining necessary permissions for isolation of any part of utilities network.	
20 Range of actions to be taken if work cannot proceed to schedule.	
21 Means of determining appropriate safe remedial action if work cannot proceed.	

**FA8X 04 Install Engineering Products or Assets for Utility Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>Installing engineering products or assets (cont)</b>	
22 Methods of accessing information obtainable from reference documents, Regulations, Codes of Practice.	
23 The organisation's policy and procedures for meeting relevant statutory requirements, Regulations, Codes of Practice.	
24 Types and causes of disruption likely and avoidance measures.	
25 Dangers of inadequate handling and lifting procedure.	
26 Types and signs of defect likely to be present on sub-system and means of determining the correct, and safe, action.	
27 The importance of compliance with current industry standards.	
<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

Candidate's name \_\_\_\_\_

<b>1 Interpret technical information for installing components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use drawings, records, work documents, manuals, and technical specifications to provide work details for component installation.	
1.2 Take off dimensions, lengths, widths, and quantities from the technical information.	
1.3 Take off the positions of utilities plant, services, buildings, kerbs and boundaries from the technical information.	
1.4 Make corrections through drawings, records and work documents.	
<b>2 Select components and resources for installation of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the type of the components in compliance with the work and quality specifications.	
2.2 Follow procedures to replace defective components, non-match components, and sub-standard components.	
2.3 Ensure sufficient labour, plant, equipment, materials and consumables are available for the job in hand.	
2.4 Deal promptly and effectively with actual and predicted changes to the planned use of the resource.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

<b>2 Select components and resources for installation of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.5 Check components and installation equipment for operability and ensure free from damage.	
<b>3 Install components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Determine method of installation to be used (eg mains bursting, dead insertion, live insertion, soil displacement, directional drilling, and open cut).	
3.2 Carry out a site-specific risk assessment and review in accordance with company policy.	
3.3 Select and wear the designated PPE.	
3.4 Check and confirm the condition of the excavation conforms with instructions and specifications.	
3.5 Select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions.	
3.6 Position components in accordance with the specification.	
3.7 Assemble components to industry standards using mechanical and/or fusion welding techniques.	
3.8 Take adequate precautions to prevent damage to components, tools and equipment during installation.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

<b>3 Install components of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.9 Protect installed assets with fine fill in accordance with specification and codes of practice.	
3.10 Maintain proximity distances from other utilities apparatus in accordance with approved codes of practice.	
3.11 Ensure installed assets are supported and anchored in accordance with codes of practice.	
3.12 Connect to existing system using in-line squeeze off, side entry or top entry tee, in accordance with codes of practice.	
3.13 Check quality of installation and confirm compliance with specified standard.	
3.14 Maintain the security and safety of the system and third parties where work is not complete or not to schedule.	
3.15 Ensure work practices conform to safe working procedures throughout the work activity.	
3.16 Follow all procedures where lone working is required.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Provide oral information to the people who will require technical information in a way that ensures they have understood it.	
4.2 Provide written instructions to the people who will be using technical information in a way that suits the type of information and how it will be used.	
4.3 Confirm the recipients of technical information have understood it.	
4.4 Report, to a designated person, any inaccuracies in the technical information sources used.	
4.5 Complete work documentation accurately and record it in the specified place or pass to a designated person.	
4.6 Follow correct procedures if working on a 'permit to work' designated activity.	
<b>5 Resolve problems that arise from technical information and installation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Report — to the designated person — damage or defects to tools, equipment or materials.	
5.2 Report work which is incomplete and not to schedule to the designated person.	
5.3 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Installing engineering products or assets</b>	
6 The importance of carrying out on-site risk assessments and the need for constant review.	
7 The importance of understanding and implementing a safe system of work (SSOW) document when working in excavations.	
8 Organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice.	
9 The implications for not obtaining the correct authorisation.	
10 The factors affecting, and means of confirming, the suitability of excavations.	
11 Potential dangers in trenches and holes.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Installing engineering products or assets (cont)</b>	
12 The main responsibilities of employers and employees under the current working at height regulations.	
13 The dangers of taking actions that can create confined spaces risks in excavations.	
14 The implications of using incorrect plant, tools, materials and system components.	
15 Actions to be taken where plant, tools, materials and system components fail to meet required specification.	
16 Faults associated with use of inappropriate installation methods and tools.	
17 Range of isolation methods available and rationale for selection.	
18 The procedure for obtaining authorisation to proceed with connections.	
19 The importance of obtaining necessary permissions for isolation of any part of utilities network.	
20 Range of actions to be taken if work cannot proceed to schedule.	
21 Means of determining appropriate safe remedial action if work cannot proceed.	

**FA8Y 04 Install Engineering Products or Assets for Utility Network Construction (Water Mains up to 150mm NB (180mm PE))**

<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>Installing engineering products or assets (cont)</b>	
22 Methods of accessing information obtainable from reference documents, Regulations, Codes of Practice.	
23 The organisation's policy and procedures for meeting relevant statutory requirements, Regulations, Codes of Practice.	
24 Types and causes of disruption likely and avoidance measures.	
25 Dangers of inadequate handling and lifting procedure.	
26 Types and signs of defect likely to be present on sub-system and means of determining the correct, and safe, action.	
27 The importance of compliance with current industry standards.	
<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

Candidate's name \_\_\_\_\_

<b>1 Prepare powered tools and equipment for routine and predictable use</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use work instructions and specifications to confirm the operations requiring the use of powered tools and equipment	
1.2 Carry out a site specific risk assessment, and review in accordance with company procedures	
1.3 Select and wear the designated PPE	
1.4 Carry out pre-start inspections out on the powered tools and equipment	
1.5 Record any defects of the powered tools and equipment and do not use until corrected	
1.6 Confirm powered tools and equipment is safe, correct and ready for use in accordance with the work requirements	
<b>2 Run and operate powered tools and equipment</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Carry out start and stop procedures to confirm functions are in accordance with safe control and the manufacturers' operating instructions.	
2.2 Operate tools and equipment safety in accordance with specifications.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
<b>3 Shut down and carry out post-stop checks on powered tools and equipment</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Stop powered tools and equipment safely.	
3.2 Carry out post-stop checks in accordance with organisational and operational procedures.	
3.3 Leave powered tools and equipment safe and secure.	
<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Carry out all work to approved procedures and practices and in compliance with statutory and regulatory requirements.	
4.2 Carry out site-specific risk assessment, and review in accordance with company procedures.	
4.3 Record — and report to the designated person — defects in tool and equipment performance.	
4.4 Record — and report to the designated person — replacements which are identified.	
4.5 Check with designated personnel any circumstances where information appears incorrect.	
4.6 Use organisational information systems to record and store data and information.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
<b>5 Resolve problems that arise from operating powered tools and equipment</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Report to the designated person, any damage to tools and equipment.	
5.2 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Working with powered tools and equipment</b>	
6 The dangers of 'hand arm vibration syndrome' inherent in the use of all power tools, and the steps needed to reduce the risk.	
7 Recommended safety precautions before, during, and after operations.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working with powered tools and equipment (cont)</b>	
8 The full range of personal protective equipment that must be worn when operating power tools and equipment.	
9 The requirements of the regulations applicable to manual handling.	
10 Recognise the implications of toxic fumes, dust and hazardous materials to other personnel, adjacent activities and surrounding environment.	
11 Apply correct handling and lifting techniques when using powered tools and equipment.	
12 The provisions that have to be made for safety of the operations and the surrounding environment.	
13 Manufacturers' recommendations for routine checks and pre-performance checks.	
14 The purpose and characteristics of the tools and equipment to be used.	
15 Types of power tools and equipment used within the operative's occupation and the specified work being carried out.	
16 What work is to be done and how the equipment will be used, in accordance with manufacturer's specifications.	
17 How the power tools are to be used with the specified work requirement.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working with powered tools and equipment (cont)</b>	
18 Environmental, organisational, regulatory, emergency, operational, health, safety and environment, relevant company procedures, and risk assessments.	
19 The training certificates and license requirements for operating power tools and equipment.	
20 Industry recognised practices for the respective trade occupation and general construction work activities, including current statutory requirements.	
21 Operational procedures associated to the use of tools and equipment.	
22 Operational procedures and manufacturers' recommendations.	
23 Manufacturers' recommendations for starting and stopping the powered tools and equipment.	
24 Operational safety procedures to observe when starting and stopping.	
25 Manufacturers' recommendations and relevant company procedures	
26 The operational problems that can occur with the powered tools and equipment being used, the adjustments that can be made, how problems and damage are reported.	

## FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working with powered tools and equipment (cont)</b>	
27 The importance of maintaining tools in good working order, including the sharpening of cutting tools.	
28 The types of powered tools and equipment used with the operative's occupation and the specified work being carried out.	
29 Routine and emergency operational procedures and the manufacturers' recommendations.	
30 Stopping and shutdown procedures recommended for the powered tools and equipment being used.	
31 Manufacturers' recommendations, operational and organisational post stop maintenance checks on the powered tools and equipment after use.	
32 The need to report any spillage of fuels or lubricants, and the safe prevention of spread, in accordance with company policies.	
Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FA9K 04 Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network**

<b>Glossary</b>	<b>Evidence or File X-Ref/Coverage</b>
<p><b>1 Approved procedures and practices</b></p>	
<p>Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.</p>	
<p><b>2 Powered tools and equipment</b></p>	
<p>Hand-operated, mobile and static eg, compressor, generator, water pump, vibrating plate compactors, trench rollers, pavement and road saws; pneumatic/hydraulic breakers, disc cutters.</p>	

## FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets

<b>SCQF level</b>	5	<b>Credit value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets**

Candidate's name \_\_\_\_\_

<b>1 Perform test activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work safely in accordance with health and safety and environment regulations and legislation.	
1.2 Carry out a site specific risk assessment, and review in accordance with company procedures.	
1.3 Select and wear the designated PPE.	
1.4 Follow and adopt procedures for the use of tools and equipment that are employed when carrying out tests in accordance with work instructions and manufacturers specifications.	
1.5 Set up, remove excess air from the system, and carry out the tests and flush, in line with work instructions and within agreed timescales.	
1.6 Review test results to establish that the performance of the system in accordance with equipment specifications and performance parameters.	
1.7 Confirm the equipment is functioning in accordance system operating requirements and parameters.	

## FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets

<b>1 Perform test activities (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.8 Dispose of waste products in accordance with environmental.	
1.9 Carry out all work in accordance with company procedures.	
<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow drawings, plans and specifications for the testing, pressure testing and flushing of engineering products and assets.	
2.2 Follow all approved procedures and practices and statutory and regulatory requirements involved in test work activity.	
2.3 Record the results of test activity following reporting systems and using documentation in accordance with company procedures and requirements.	
<b>3 Resolve problems which arise when performing test activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Report — to the designated person — damage or defects to test equipment.	
3.2 Deal promptly and effectively with problems within control of the job holder and report those that cannot be solved.	

## FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets

<b>3 Resolve problems which arise when performing test activities (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.3 Refer problems and conditions outside the responsibility of the job to the designated person using approved procedures.	
3.4 Deal with any emergencies that may arise.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Specified testing of engineering products or assets</b>	
6 How to interpret drawings, plans and specifications for different test activities and procedures.	
7 The lines and procedures for reporting problems associated with the test work activities including standard industry documentation and relevant company procedures.	
8 How to use the various types of tests for mains and services, including removal of excess air from the system.	

## FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Specified testing of engineering products or assets (cont)</b>	
9 Record the results of test activity following reporting systems and using documentation in accordance with company procedures and requirements.	
10 Refer problems and conditions outside the responsibility of the job to the designated person using approved procedures.	
11 Deal with any emergencies that may arise.	
12 How to use the various types of test equipment, including that to remove excess air from the system and how to use it correctly.	
13 How to operate the relevant pressure equipment and why it should be calibrated.	
14 The testing methods and procedures that can be adopted to remove excess air from a system.	
15 The consequences of test failure to the environment.	
16 The procedures to follow and documentation to be used to record test results.	
17 The consequences of mechanical failures during testing due to the pressure ranges.	

**FA85 04 Conduct Specified Testing of Water Network Engineering Products or Assets**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Work efficiently</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Carry out a site-specific risk assessment and review in accordance with company procedures	
1.2 Select and wear the designated PPE	
1.3 Organise work and the operational area in an orderly way to minimise hazards	
1.4 Store and use work materials and equipment in accordance with the work requirements and approved procedures and practices	
1.5 Maintain tools and equipment ready for use and store them in designated places when not required	
<b>2 Organise own work and maintain standards</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Organise work to comply with instructions and the agreed schedules	
2.2 Use work methods in accordance with approved procedures and practices and optimise the use of time	
2.3 Coordinate own work with other personnel and related activities	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

<b>2 Organise own work and maintain standards (cont)</b>	
<b>Performance Criteria — the candidate can:</b>	<b>Evidence or File X-Ref/Coverage</b>
2.4 Refer suggestions for improvements to work methods to a designated person for confirmation and agreement on the steps to be taken	
2.5 Carry out all work to the agreed standards and in accordance with the specification and organisational policy	
2.6 Agree any deviations in standards or specification with a designated person before carrying out the work	
2.7 Check own work and that of other personnel to ensure compliance with specified standards	
2.8 Refer to a designated person any work which may be detrimental to safety or the environment	
2.9 Remove and dispose of waste and surplus materials in accordance with approved procedures and practices	
2.10 Confirm all work is carried out to approved procedures and in compliance with statutory requirements	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Follow operational and organisational procedures for communicating information to other people	
3.2 Maintain records in accordance with operational and organisational	
3.3 Check with designated personnel any circumstances where information appears incorrect	
3.4 Use organisational information systems to record and store data and information	
3.5 Exchange and record information in accordance with operational procedures	
<b>4 Resolve problems which arise during work activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Report to a designated person any situations which require additional intervention	
4.2 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Working efficiently and effectively</b>	
6 Approved procedures and practices in the context of the operations, the work activity and the workplace environment, encompassing environmental, organisational, regulatory, emergency, operational and relevant company procedures.	
7 Industry practices and company requirements for the work activity within the remit of the occupation.	
8 Legislative requirements including any licensing or certification or inspection for the work activity.	
9 Emergency procedures and actions to take in the event of emergency.	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working efficiently and effectively (cont)</b>	
10 The characteristics of work materials, hazardous and non-hazardous, relevant to the work activity.	
11 The main physical properties of the range of materials used in work operations.	
12 Types of packaging for the usual range of materials — loose, bagged, containerised volume/weight of standard packages.	
13 How the range of materials may be affected by weather conditions.	
14 Materials used for the work which could pose a health hazard.	
15 Safe handling of the range of materials being used for the work activity.	
16 The types of tools and equipment used with the operation and work activity, including hand and power tools and equipment for general and specific work activities.	
17 The arrangements, designated places and working procedures for storing tools and equipment, including storage compounds, with or without external.	
18 Security arrangements, lock up stores and methods of checking materials into and out of storage.	

**FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working efficiently and effectively (cont)</b>	
19 Operational and organisational requirements for storage.	
20 The need for security of high value/high risk equipment.	
21 The relevant methods for the storage of the work materials as recommended for the nature and characteristics of the materials.	
22 Methods of handling and storing of hazardous materials.	
23 Methods of handling and storing the range of non-hazardous materials.	
24 The relevant means of communication used in the work activity.	
25 The procedures for reporting problems in accordance with company policy.	
26 How to report to management personnel, including oral, written, electronic and visual signals.	
27 Health, safety and environment at work regulations.	
28 Lifting and handling techniques, use of personal protective equipment, handling hazardous substances and approved reporting procedures.	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working efficiently and effectively (cont)</b>	
29 How to comply with the requirements of the Health and Safety at Work Act.	
30 Safe lifting and handling techniques for the range of tools, equipment and materials.	
31 How to identify hazardous materials, including toxic fumes and dust and the precautions to take.	
32 Personal protective equipment for the range of work activity, and methods of checking PPE for good condition	
33 Statutory, organisational and emergency reporting procedures.	
34 The work requirement and specifications, including the work methods and standards, and the time frame for completion.	
35 The categories and uses of materials in the work activity, including materials used in carrying out the work and materials arising as a result of the work.	
36 The recommendations for handling, storage and disposal of residual or waste materials resulting from work operations, including recovery of reusable materials.	
37 The processes and sequence of events for the work activity.	

## FA89 04 Create an Efficient and Effective Work Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Working efficiently and effectively (cont)</b>	
38 How to collect information from plans, schedules, work programmes.	
39 The preparatory work required, including ensuring safety provisions are in place.	
40 The range and sequence of work activity to achieve the intended job outcomes.	
41 Post- work activity to satisfactorily conclude the work activity.	
42 Organisational and operational standards relative to the work activity and the workplace environment.	
43 The work methods and quality control being used for the work activity.	
Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

**Evidence Requirements** (please tick as appropriate)

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

**The evidence is:**

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_  
**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_  
**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

Candidate's name \_\_\_\_\_

<b>1 Interpret technical information for installing components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use drawings, records, work documents, manuals, and technical specifications to provide work details for component installation.	
1.2 Take off dimensions, lengths, widths, and quantities from the technical information.	
1.3 Take off the positions of utilities plant, services, buildings, kerbs and boundaries from the technical information.	
1.4 Make corrections through drawings, records and work documents.	
<b>2 Select components and resources for installation of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the type of the components in compliance with the work and quality specifications.	
2.2 Follow procedures to replace defective components, non-match components, and sub-standard components.	
2.3 Ensure sufficient labour, plant, equipment, materials and consumables are available for the job in hand.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>2 Select components and resources for installation of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.4 Deal promptly and effectively with actual and predicted changes to the planned use of the resource.	
2.5 Check components and installation equipment for operability and ensure free from damage.	
<b>3 Install components of the system</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Determine method of installation to be used (eg mains bursting, dead insertion, live insertion, soil displacement, directional drilling, and open cut).	
3.2 Carry out a site-specific risk assessment and review in accordance with company policy.	
3.3 Select and wear the designated PPE.	
3.4 Check and confirm the condition of the excavation conforms with instructions and specifications.	
3.5 Select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions.	
3.6 Position components in accordance with the specification.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>3 Install components of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.7 Assemble components to industry standards using mechanical and/or fusion welding techniques.	
3.8 Take adequate precautions to prevent damage to components, tools and equipment during installation.	
3.9 Protect installed assets with fine fill in accordance with specification and codes of practice.	
3.10 Maintain proximity distances from other utilities apparatus in accordance with approved codes of practice.	
3.11 Ensure installed assets are supported and anchored in accordance with codes of practice.	
3.12 Connect to existing system using in-line squeeze off, side entry or top entry tee, in accordance with codes of practice.	
3.13 Check quality of installation and confirm compliance with specified standard.	
3.14 Maintain the security and safety of the system and third parties where work is not complete or not to schedule.	
3.15 Ensure work practices conform to safe working procedures throughout the work activity.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>3 Install components of the system (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.16 Follow all procedures where lone working is required.	
<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Provide oral information to the people who will require technical information in a way that ensures they have understood it.	
4.2 Provide written instructions to the people who will be using technical information in a way that suits the type of information and how it will be used.	
4.3 Confirm the recipients of technical information have understood it.	
4.4 Report, to a designated person, any inaccuracies in the technical information sources used.	
4.5 Complete work documentation accurately and record it in the specified place or pass to a designated person.	
4.6 Follow correct procedures if working on a 'permit to work' designated activity.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>5 Resolve problems that arise from technical information and installation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Report — to the designated person — damage or defects to tools, equipment or materials.	
5.2 Report work which is incomplete and not to schedule to the designated person.	
5.3 Refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Installing engineering products or assets</b>	
6 The importance of carrying out on-site risk assessments and the need for constant review.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Installing engineering products or assets (cont)</b>	
7 The importance of understanding and implementing a safe system of work (SSOW) document when working in excavations.	
8 Organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice.	
9 The implications for not obtaining the correct authorisation.	
10 The factors affecting, and means of confirming, the suitability of excavations.	
11 Potential dangers in trenches and holes.	
12 The main responsibilities of employers and employees under the current working at height regulations.	
13 The dangers of taking actions that can create confined spaces risks in excavations.	
14 The implications of using incorrect plant, tools, materials and system components.	
15 Actions to be taken where plant, tools, materials and system components fail to meet required specification.	
16 Faults associated with use of inappropriate installation methods and tools.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Installing engineering products or assets (cont)</b>	
17 Range of isolation methods available and rationale for selection.	
18 The procedure for obtaining authorisation to proceed with connections.	
19 The importance of obtaining necessary permissions for isolation of any part of utilities network.	
20 Range of actions to be taken if work cannot proceed to schedule.	
21 Means of determining appropriate safe remedial action if work cannot proceed.	
22 Methods of accessing information obtainable from reference documents, Regulations, Codes of Practice.	
23 The organisation's policy and procedures for meeting relevant statutory requirements, Regulations, Codes of Practice.	
24 Types and causes of disruption likely and avoidance measures.	
25 Dangers of inadequate handling and lifting procedure.	
26 Types and signs of defect likely to be present on sub-system and means of determining the correct, and safe, action.	
27 The importance of compliance with current industry standards.	

**FA90 04 Install Engineering Products or Assets for Utility Network Construction (water services up to 50mm NB (63mm PE))**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Prepare, segregate and protect the work site</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Locate and confirm the area for works according to instructions and specified requirements.	
1.2 Plan work to minimise disruption and inconvenience to others in accordance with approved procedures and practices.	
1.3 Carry out a site-specific risk assessment to identify hazards and to determine the range of control and protection equipment necessary for the works, and review in accordance with company procedures.	
1.4 Select and wear the designated PPE, including high visibility vest or coat.	
1.5 Set out the area for the works in accordance with the specified requirements.	
1.6 Take steps to provide for the safety of the work area and the natural environment where hazards and risks are identified.	
1.7 Maintain the security of the site where work is not completed.	

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

<b>2 Prepare resources for site work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the materials and equipment to meet the planned works requirement in accordance with the work instructions and specifications	
2.2 Confirm the materials and equipment supplies are correct for the work requirement and are of the quality and quantity required	
2.3 Maintain the materials and equipment in storage in accordance with operational and organisational requirements.	
2.4 Maintain the security of materials and equipment in accordance with operational and organisational requirements.	
<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Use information in the work instructions and specified requirements to locate the work site.	
3.2 Use approved procedures and practices throughout all the work activity to ensure it is in compliance with statutory requirements.	
3.3 Check with authorised personnel any circumstances where information appears incorrect.	

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

<b>3 Use and communicate data and information (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.4 Use organisational information systems to record and store data and information.	
<b>4 Resolve problems which arise from preparing the site and resource requirements</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Report, to the designated person, any shortages and defects of materials and equipment.	
4.2 Refer problems and conditions outside the responsibility of the job holder to the designated person using approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Work site and resource preparation</b>	
6 The roles and responsibilities of people within the operations team.	
7 Site management structures for site operations.	

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Work site and resource preparation (cont)</b>	
8 The importance of referring to designated persons, problems that are outside the area of the job holder's responsibility.	
9 Procedures for reporting and recording job progress, problems, deviations to work programmes.	
10 The importance of confirming that the work location has been correctly identified.	
11 The types of information contained in written instructions, specifications, and drawings.	
12 The key requirements of an effective site layout.	
13 Common hazards in site works and fit-for-purpose safety precautions, and methods of prevention.	
14 Methods of dealing with emergencies.	
15 The range of safety equipment in accordance with site operations.	
16 The main requirements of safety legislation governing site works.	
17 Materials posing a health hazard and safe handling methods.	
18 The personal protective equipment for use in site operations.	
19 Lifting and handling techniques appropriate to the materials, tools and equipment used in site works.	

## FA91 04 Install Equipment for Safe Working on Sites for Utilities Network Construction

Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	
Glossary	Evidence or File X-Ref/Coverage
<b>1 Equipment</b>	
Equipment is warning signs, barriers, traffic and pedestrian control equipment.	
<b>2 Approved procedures and practices</b>	
Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Set out temporary signing, lighting and guarding traffic control equipment in line with industry Codes of Practice and current legislation</b>	
<b>Performance Criteria — the candidate can:</b>	<b>Evidence or File X-Ref/Coverage</b>
1.1 Locate the area for highway works and identify the type of carriageway and category of works.	
1.2 Plan the works for minimum disruption and inconvenience to others in accord with approved procedures and practices.	
1.3 Carry out a site-specific risk assessment to identify hazards and to determine the range of control signs and protection equipment necessary for the works.	
1.4 Select and wear the specified ppe, including high visibility vest or coat.	
1.5 Set out, in a safe manner temporary signing, lighting and guarding traffic control equipment in accordance with risk assessment, industry codes of practice and current legislation.	
1.6 Remove all control equipment on completion of the works and store and maintain in accordance with operational and organisational requirements.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

<b>1 Set out temporary signing, lighting and guarding traffic control equipment in line with industry Codes of Practice and current legislation (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.7 Carry out all work to approved procedures and practices and in compliance with statutory requirements.	
1.8 Maintain the security of the site where work is not completed.	
<b>2 Prepare resources for highway works</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Select the materials and equipment to meet the planned works in accordance with the work instructions and specifications.	
2.2 Confirm the materials and equipment supplies are correct for the work requirement and are of the quality and quantity required.	
2.3 Maintain the materials and equipment in storage, in accordance with operational and organisational requirement.	
2.4 Maintain the security of materials and equipment in accordance with operational and organisational requirements.	
<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Use the work instructions and specifications to determine the safety and security requirements for the area of the highways works and to ensure compliance with current legislation.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

<b>3 Use and communicate data and information (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.2 Use approved procedures and practices throughout all the work activity to ensure work is in compliance with statutory requirements.	
3.3 Check with designated personnel any circumstances where information appears incorrect.	
3.4 Use organisational information systems to record and store data and information.	
<b>4 Resolve problems which arise from work on the highway</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Record and report to the designated person defects replacements or additional equipment required. behaviour which underpins effective performance.	
4.2 Refer problems and conditions outside the responsibility of the jobholder to the designated person using approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General (cont)</b>	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Safe working on the highway</b>	
6 The main sources of information on statutory requirements for the control of highways works.	
7 The types of signs, lights, and guarding equipment.	
8 The types of traffic control equipment including warning signs, priority signs, stop/go boards, and portable traffic signals.	
9 The importance of checking and reporting defects in signs, guards, lighting, and traffic control systems and ensuring that defective equipment is taken out of use.	
10 The implications of incorrect signing, lighting, guarding and traffic control.	
11 The design and purpose of each of the signs used for protecting highways works.	
12 The statutory positioning requirements of protection equipment including signs, lights, guards, and traffic controls relative to the different highways environments and conditions.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Safe working on the highway (cont)</b>	
13 The types of guards used to protect highways works and their positioning requirements relative to the work.	
14 The types and positioning of lighting required for highways works.	
15 The main road classifications, including single and dual carriageways.	
16 The design, operation, and maintenance requirements for traffic controls including warning signs, priority signs, stop/go boards, and portable traffic signals.	
17 Traffic control requirements for highways works in different road conditions.	
18 The correct procedures and sequences for implementing traffic control equipment in different work locations.	
19 The correct procedures for moving traffic controls as work progresses.	
20 The importance of ensuring that regular checks are made to update signing, lighting, guarding, and traffic control arrangements as requirements change with work progress.	
21 The importance of regular maintenance and cleaning of signs and lights during the course of highways works.	

## FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Safe working on the highway (cont)</b>	
22 Statutory requirements and recommendations for the signing, lighting, and guarding of highways works on single and dual carriageways.	
23 The range and purpose of personal protective equipment used during highways works.	
24 The importance of checking and reporting defects in personal protective equipment.	
25 Main industry procedures and practices for the determination of site and resource requirements, including environmental, organisational, regulatory, emergency, operational, health, safety and environment compliance, relevant company procedures, and risk assessments within the remit of the job role responsibility.	
26 The steps to take in the event of an accident or emergency on the highway.	
27 Procedures for summoning the emergency services.	
28 Persons and organisations it is necessary to liaise with on highways operations.	
<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FA92 04 Install Equipment for Safe Working on the Highway for Utilities Network Construction**

<b>Glossary</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Codes of Practice</b>	
Statutory, regulatory, New Roads and Street Works Act.	
<b>2 Approved procedures and practices</b>	
Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.	

## FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)

Candidate's name \_\_\_\_\_

<b>1 Make joints using butt fusion techniques</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work safely and ensure compliance with health, safety, environment and other regulations and guidelines	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures	
1.3 Select and wear the designated PPE	
1.4 Follow the job instructions and procedures accurately for preparing and making joints	
1.5 Check and confirm joint preparation complies with the specification and meets quality requirements.	
1.6 Check that jointing and related equipment and consumables are as specified and fit for purpose	
1.7 Provide adequate weather protection during the entire jointing cycle.	
1.8 Carry out and monitor the machine operations in accordance with specifications and job instructions	
1.9 Make butt joints of the required quality and specified dimensional accuracy	

## FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)

<b>1 Make joints using butt fusion techniques (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.9 Make butt joints of the required quality and specified dimensional accuracy	
1.10 De-bead and carry out approved quality assurance test on bead	
1.11 Ensure joint and bead are identifiable by marking in accordance with company procedures	
1.12 Shut down the equipment to a safe condition on completion of jointing activities	
1.13 Deal promptly with excess and waste materials and temporary attachments, in line with approved and agreed procedures	
<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow all approved procedures and practices and statutory and regulatory involved in the work activity.	
2.2 Check with designated personnel any circumstances where information appears incorrect.	
2.3 Use organisational information systems to record and store jointing data and information.	
2.4 Follow all procedures where you are a lone worker.	

## FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)

<b>3 Resolve problems that arise from jointing materials</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Report promptly — to the designated person — damage or defects to tools, equipment or materials.	
3.2 Resolve day to day problems within the responsibility of the job role.	
3.3 Refer matters outside the responsibility of the job role to the designated people using approved procedures.	
3.4 Deal with emergency situations as specified in approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Butt fusion jointing</b>	
6 Health, safety and environment legislation and environmental procedures relevant to the work activities.	

**FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Butt fusion jointing (cont)</b>	
7 Manual handling procedures.	
8 Industry codes of practice and company procedures.	
9 Why only pipes of similar specifications can be joined together.	
10 How to interpret engineering specifications relevant to the engineering activity.	
11 Different stages that take place during the jointing process and the importance of allowing each phase to complete.	
12 The need for pipe support and alignment and the consequences of poor support and mis-alignment.	
13 Cause and effect of defects and contamination such as misalignment split defects, inadequate bead, excessive bead pipe specifications, compatibility, different types of materials and consumables.	
14 Maintenance procedures, equipment calibration, consequences of poor maintenance.	
15 Different quality assurance procedures that can be applied in recognising defects including non destructive and destructive testing	
16 The correct reporting procedures.	

**FA93 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)

Candidate's name \_\_\_\_\_

<b>1 Make joints using butt fusion techniques</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work safely and ensure compliance with health, safety, environment and other regulations and guidelines	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures	
1.3 Select and wear the designated PPE	
1.4 Follow the job instructions and procedures accurately for preparing and making joints	
1.5 Check and confirm joint preparation complies with the specification and meets quality requirements.	
1.6 Check that jointing and related equipment and consumables are as specified and fit for purpose	
1.7 Provide adequate weather protection during the entire jointing cycle.	
1.8 Carry out and monitor the machine operations in accordance with specifications and job instructions	
1.9 Make butt joints of the required quality and specified dimensional accuracy	

**FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)**

<b>1 Make joints using butt fusion techniques (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.10 De-bead and carry out approved quality assurance test on bead	
1.11 Ensure joint and bead are identifiable by marking in accordance with company procedures	
1.12 Shut down the equipment to a safe condition on completion of jointing activities	
1.13 Deal promptly with excess and waste materials and temporary attachments, in line with approved and agreed procedures	
<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow all approved procedures and practices and statutory and regulatory involved in the work activity.	
2.2 Check with designated personnel any circumstances where information appears incorrect.	
2.3 Use organisational information systems to record and store jointing data and information.	
2.4 Follow all procedures where you are a lone worker.	

## FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)

<b>3 Resolve problems that arise from jointing materials</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Report promptly — to the designated person — damage or defects to tools, equipment or materials.	
3.2 Resolve day to day problems within the responsibility of the job role.	
3.3 Refer matters outside the responsibility of the job role to the designated people using approved procedures.	
3.4 Deal with emergency situations as specified in approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Butt fusion jointing</b>	
6 Health, safety and environment legislation and environmental procedures relevant to the work activities.	

**FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Butt fusion jointing (cont)</b>	
7 Manual handling procedures.	
8 Industry codes of practice and company procedures.	
9 Why only pipes of similar specifications can be joined together.	
10 How to interpret engineering specifications relevant to the engineering activity.	
11 Different stages that take place during the jointing process and the importance of allowing each phase to complete.	
12 The need for pipe support and alignment and the consequences of poor support and mis-alignment.	
13 Cause and effect of defects and contamination such as misalignment split defects, inadequate bead, excessive bead pipe specifications, compatibility, different types of materials and consumables.	
14 Maintenance procedures, equipment calibration, consequences of poor maintenance.	
15 Different quality assurance procedures that can be applied in recognising defects including non destructive and destructive testing	
16 The correct reporting procedures.	

**FA94 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)

Candidate's name \_\_\_\_\_

<b>1 Make joints using butt fusion techniques</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work safely and ensure compliance with health, safety, environment and other regulations and guidelines	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures	
1.3 Select and wear the designated PPE	
1.4 Follow the job instructions and procedures accurately for preparing and making joints	
1.5 Check and confirm joint preparation complies with the specification and meets quality requirements.	
1.6 Check that jointing and related equipment and consumables are as specified and fit for purpose	
1.7 Provide adequate weather protection during the entire jointing cycle.	
1.8 Carry out and monitor the machine operations in accordance with specifications and job instructions	

## FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)

<b>1 Make joints using butt fusion techniques (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.9 Make butt joints of the required quality and specified dimensional accuracy	
1.10 De-bead and carry out approved quality assurance test on bead	
1.11 Ensure joint and bead are identifiable by marking in accordance with company procedures	
1.12 Shut down the equipment to a safe condition on completion of jointing activities	
1.13 Deal promptly with excess and waste materials and temporary attachments, in line with approved and agreed procedures	
<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow all approved procedures and practices and statutory and regulatory involved in the work activity.	
2.2 Check with designated personnel any circumstances where information appears incorrect.	
2.3 Use organisational information systems to record and store jointing data and information.	
2.4 Follow all procedures where you are a lone worker.	

## FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)

<b>3 Resolve problems that arise from jointing materials</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Report promptly — to the designated person — damage or defects to tools, equipment or materials.	
3.2 Resolve day to day problems within the responsibility of the job role.	
3.3 Refer matters outside the responsibility of the job role to the designated people using approved procedures.	
3.4 Deal with emergency situations as specified in approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Butt fusion jointing</b>	
6 Health, safety and environment legislation and environmental procedures relevant to the work activities.	

**FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Butt fusion jointing (cont)</b>	
7 Manual handling procedures.	
8 Industry codes of practice and company procedures.	
9 Why only pipes of similar specifications can be joined together.	
10 How to interpret engineering specifications relevant to the engineering activity.	
11 Different stages that take place during the jointing process and the importance of allowing each phase to complete.	
12 The need for pipe support and alignment and the consequences of poor support and mis-alignment.	
13 Cause and effect of defects and contamination such as misalignment split defects, inadequate bead, excessive bead pipe specifications, compatibility, different types of materials and consumables.	
14 Maintenance procedures, equipment calibration, consequences of poor maintenance.	
15 Different quality assurance procedures that can be applied in recognising defects including non destructive and destructive testing	
16 The correct reporting procedures.	

**FA95 04 Joint Materials by Butt Fusion Processes on Utilities Network Construction (up to 180mm)**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Make joints using electrofusion techniques</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Carry out site specific risk assessment, and review in accordance to company procedures.	
1.2 Select and wear the designated PPE.	
1.3 Work safety and ensure compliance with health, safety, environment and other regulations and guidelines.	
1.4 Follow the job instructions and procedures accurately for preparing and making the joints.	
1.5 Check quality and confirm the joint complies with the specified standard for completed joints.	
1.6 Check that jointing and related equipment and consumables are as specified and fit for purpose.	
1.7 Make the joints as specified using the correct electrofusion jointing technique.	
1.8 Produce joints of the required quality and of the specified dimensional accuracy.	
1.9 Shut down the equipment to a safe condition on completion of jointing activities.	

## FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction

<b>1 Make joints using electrofusion techniques (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.10 Deal promptly with excess and waste materials and temporary attachments, in line with approved and agreed procedures.	
<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow all approved procedures and practices and statutory and regulatory requirements involved in the work activity.	
2.2 Check with designated personnel any circumstances where information appears incorrect.	
2.3 Use organisational information systems to record and store data and information.	
2.4 Follow all procedures where you are a lone worker.	
<b>3 Resolve problems which arise during jointing work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Report promptly — to the designated person — damage to supply apparatus or jointing equipment.	
3.2 Resolve day-to-day problems within the responsibility of the job role.	

## FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction

<b>3 Resolve problems which arise during jointing work (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.3 Refer matters outside the responsibility of the job role to the designated people using approved procedures.	
3.4 Deal with emergency situations as they arise.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Electrofusion jointing</b>	
6 Health, safety and environment legislation and environmental procedures relevant to the work activities.	
7 Manual handling procedures.	
8 Industry codes of practice and company procedures.	
9 How to interpret engineering specifications relevant to the activity.	

## FA96 04 Joint Materials by Electrofusion Processes on Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Electrofusion jointing (cont)</b>	
10 Different stages that take place during the jointing process and the importance of allowing each phase to complete.	
11 The need for pipe support, alignment and restraining whilst jointing, and the consequences of poor support and misalignment.	
12 Cause and effect of defects and contamination.	
13 Pipe specifications, compatibility, different types of materials.	
14 Maintenance procedures, equipment calibration, consequences of poor maintenance.	
15 Quality assurance procedures that can be applied.	
16 The correct reporting procedures.	

Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA97 04 Joint Materials by Mechanical Means on Water Construction Network

<b>SCQF level</b>	5	<b>Credit value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA97 04 Joint Materials by Mechanical Means on Water Construction Network**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA97 04 Joint Materials by Mechanical Means on Water Construction Network

Candidate's name \_\_\_\_\_

<b>1 Joint materials by assembling</b>		
<b>Performance Criteria</b> — the candidate can:		<b>Evidence or File X-Ref/Coverage</b>
1.1	Work safely at all times in accordance with health, safety and environment requirements and legislation.	
1.2	Carry out a site specific risk assessment, and review in accordance with company procedures.	
1.3	Select and wear the designated PPE.	
1.4	Assemble and position components using and following assembly drawing and work instructions.	
1.5	Make sure that components to be assembled meet the manufacturer's specification and operating and performance.	
1.6	Secure the components using connectors and securing devices in accordance with component specifications and work instructions.	
1.7	Check to make sure that the finished assembly is complete and meets its operating requirements.	
1.8	Carry out work in accordance with company procedures.	

## FA97 04 Joint Materials by Mechanical Means on Water Construction Network

<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Follow all approved procedures and practices involved in the work activity.	
2.2 Check with designated personnel any circumstances where information appears incorrect.	
2.3 Use organisational information systems to record and store data and information.	
2.4 Follow all procedures where you are a lone worker.	
<b>3 Resolve problems when assembling materials</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Deal with problems within the limits of the responsibility of the job role.	
3.2 Report problems outside the responsibilities of the job role to designated person.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	

## FA97 04 Joint Materials by Mechanical Means on Water Construction Network

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General (cont)</b>	
5 The range and use of personal protective equipment for the work.	
<b>Joint materials</b>	
6 Health, safety and environment legislation and environmental procedures, Codes of Practice and relevant company procedures including manual handling and use of equipment, in the context of the specific work activities including the need for hygiene and health checks.	
7 How to read and interpret basic drawings and specifications as specified in industry standards.	
8 The basic methods and techniques for assembling and jointing components.	
9 The purpose of quality control procedures.	
10 How to read and interpret quality control procedures.	
11 The handling equipment and procedures which should be used and followed for designated work activities.	
12 How to select preparation techniques for simple designated jointing activities.	
13 The tools and equipment required to carry out a specific work activity and the importance of looking after the tools and equipment.	

**FA97 04 Joint Materials by Mechanical Means on Water Construction Network**

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Joint materials (cont)</b>	
14 What to do in the event of a problem occurring.	

Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	3
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Maintain the health and safety of yourself and others</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work in a way which makes sure you do not endanger or risk yourself or other people.	
1.2 Carry out site specific risk assessments for your area of work and review in accordance with company procedures.	
1.3 Wear PPE identified in the site specific risk assessment and company procedures.	
1.4 Change working practices and other aspects of the workplace which could harm yourself and other people.	
1.5 Deal with hazards and make them safe in accordance with workplace policies and health and safety requirements.	
1.6 Deal promptly with accidental breakages and spillages.	
1.7 Monitor conditions and make sure they remain safe and deal with situations which fall short of requirements.	
1.8 Make sure work activity is carried out to safe working practices and health and safety requirements.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

<b>1 Maintain the health and safety of yourself and others (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.9 Monitor work activities and their potential to harm people or the environment.	
1.10 Follow emergency procedures immediately in the event of an emergency.	
<b>2 Maintain the safety and security of plant, equipment, and the working environment</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Maintain plant, equipment and hazardous locations to health and safety specifications and safe working practices.	
2.2 Maintain entrances to, and exits from, hazardous locations according to site specifications.	
2.3 Maintain health and safety equipment — assembled for use in a safe area — free from defects and deficiencies.	
2.4 Deal with unauthorised personnel seen in the workplace in accordance with organisational procedures.	
2.5 Store and use safety clothing and PPE in accordance with safe working practices and organisational requirements.	
2.6 Maintain site safety by routine health and safety checks.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

<b>3 Respond to emergencies</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 In the event of an emergency implement the designated response procedures promptly and in accordance with recognised safe practice and organisational policy.	
3.2 Respond to all accidents and emergencies that are within your capability and responsibility, and report promptly to a designated person.	
3.3 Use emergency appliances in accordance with approved procedures and practices.	
<b>4 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Follow all procedures where you are a lone worker.	
4.2 Report promptly, to the designated people, unsafe plant, equipment and hazardous locations outside your area of responsibility.	
4.3 Report high risk hazards outside your responsibility to the designated people.	
4.4 Report emergencies immediately to the designated people.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

<b>4 Use and communicate data and information (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.5 Report situations that emerge from visual inspections or monitoring data which have the potential to escalate and pose risks to people.	
4.6 Report breaches of security immediately to a designated person.	
4.7 Keep accurate and up-to-date records on routine matters and emergencies to conform to health and safety specifications and safe working practices.	
4.8 Maintain audit trails of records for quality assurance purposes.	
<b>5 Resolve problems which could affect health and safety</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
5.1 Make safe and restore plant, equipment and hazardous locations to health and safety specifications and safe working practices.	
5.2 Deal with unsafe behaviour in accordance with the responsibilities of the job role and workplace procedures.	
5.3 Resolve day-to-day problems within the responsibility of the job role.	
5.4 Refer matters outside the responsibility of the job role to the designated people.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Maintain safe and secure environment</b>	
6 The duties for health and safety as defined by any specific legislation covering the job role and specific responsibilities and scope in the job description.	
7 Health and safety specifications and safe working practices for plant, equipment and the working environment.	
8 How to restore plant, equipment and hazardous locations to conform to health and safety specifications and safe working practices.	
9 Roles and responsibilities for maintaining safety.	
10 Site specifications for entrances to, and exits from, hazardous locations.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Maintain safe and secure environment (cont)</b>	
11 Typical and unusual defects and deficiencies with health and safety equipment.	
12 When and how to carry out health and safety checks	
13 How to carry out site specific risk assessments and review them	
14 Refer matters outside the responsibility of the job role to the designated people	
15 The hazards that may exist in own workplace and how to assess them	
16 The danger of work activities that could turn a relatively safe excavation onto a confined space	
17 The procedures to follow when dealing with confined spaces	
18 The dangers associated with working in a confined space	
19 The importance of remaining alert to the presence of hazards in the whole work place	
20 Those aspects of the workplace that could harm oneself and others	
21 Workplace policies and health and safety requirements for dealing with potential risks	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Maintain safe and secure environment (cont)</b>	
22 Own job scope and responsibility for correcting risks, and the procedures for dealing with those risks you are unable to deal with.	
23 The importance of dealing with, or promptly reporting, risks.	
24 Monitoring procedures for hazardous-area work.	
25 The workplace requirements and guidance on precautions.	
26 Safe working practices.	
27 How to identify and deal with unsafe behaviour.	
28 Organisational requirements for safe storage and use of safety clothing and equipment (PPE).	
29 Emergency procedures.	
30 The importance of checking information received for accuracy, validity and meaning.	
31 The reasons for interpreting instructions accurately.	
32 How to resolve misunderstandings.	
33 How to recognise inaccurate information.	
34 Ways of recording verbal, written, and computerised information and when each should be used.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Maintain safe and secure environment (cont)</b>	
35 How and when to produce data in text, tabular and graphical formats and how to interpret it.	
36 How to use the data storage systems and the importance of storing information and documentation in the correct location.	
37 Organisational requirements for storing information and documentation.	
38 The way information is utilised when operating the processing plant and the implications of its use.	
39 The related information which may be useful.	
40 Information which is provided to other people relating to health and safety.	
41 Information sources and how to access them.	
42 The importance of supplying accurate information, in a fit-for-purpose format, and within identified timescales.	
43 The purpose of data audit trails and how to use and maintain them.	
44 The organisation's confidentiality policies.	

## FA99 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	
Glossary	Evidence or File X-Ref/Coverage
<b>1 Working practices</b>	
Any activities, procedures, use of materials or equipment and working techniques used in carrying out your job.	
<b>2 Designated people</b>	
Those people specified within work and health and safety procedures.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

Candidate's name \_\_\_\_\_

1 Prepare for reinstatement of excavation and pavement surface	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1.1 Confirm the location of the excavation and the holes and trenches in accordance with instructions and work specifications	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures	
1.3 Select and wear the designated PPE	
1.4 Carry out safety related activities associated with working in the vicinity of hazardous materials	
1.5 Confirm the flexible, composite, rigid and modular pavement construction, verge, and natural ground for reinstatement is in accordance with statutory and regulatory Codes of Practice	
1.6 Carry out preparation procedures for reinstatement of excavation in accordance with statutory and regulatory Codes of Practice	
1.7 Protect supply apparatus and sub-structures in accordance with the relevant Codes of Practice	
1.8 Select stored materials for reinstatement, in accordance with the relevant Codes of Practice	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

<b>1 Prepare for reinstatement of excavation and pavement surface (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.9 Select and confirm hand tools, powered tools and equipment are suitable to the materials to be used for reinstatement	
1.10 Check and confirm the hand tools, powered tools and equipment for reinstatement are in a condition suitable for use in accordance with the manufacturer's specifications and operational requirements	
1.11 Report remedial work and defects in the excavation that are outside the control of the job holder in accordance with organisational and operational procedures	
1.12 Carry out all work to approved procedures and practices and in compliance with statutory requirements	
<b>2 Carry out reinstatement of excavation and pavement surface</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Confirm the condition of the new and reusable materials for backfill, sub-base, road-base and pavement surface, and cold-lay materials to be used for the reinstatement are fit-for-purpose and meet statutory and regulatory Codes of Practice.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

<b>2 Carry out reinstatement of excavation and pavement surface (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.2 Check and confirm the laying and compaction procedures of the materials, and the area and type of structure being reinstated, meet statutory and regulatory Codes of Practice.	
2.3 Report defects and deficiencies in the laying and compaction of materials outside the control of the job holder in accordance with organisational and operational procedures.	
2.4 Maintain suitable conditions and security of the excavation throughout the reinstatement operations.	
2.5 Replace ironwork, kerbs and edge constraints in accordance with relevant Codes of Practice.	
2.6 Store and dispose of surplus materials in accordance with work instructions and statutory and regulatory Codes of Practice.	
2.7 Complete the work by checking and confirming the quality and condition of the finished reinstatement, and the work site, conform to statutory and regulatory Codes of Practice.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Use records to determine potential deep excavations, confined spaces and hazardous materials.	
3.2 Use information in the work instructions and specification to determine the work site and area to be excavated.	
3.3 Use approved procedures and practices and statutory requirements to determine the requirement for excavation support.	
3.4 Check with designated personnel any circumstances where information appears incorrect.	
3.5 Use organisational information systems to record and store data and information.	
3.6 Follow all procedures where you are a lone worker.	
<b>4 Resolve problems that arise from the excavation work</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Report — to the designated person — any damage to supply apparatus and sub-structures.	
4.2 Advise colleagues or managers where situations need them to intervene.	
4.3 Refer matters outside the responsibility of the job role to the designated people using approved procedures.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

<b>4 Resolve problems that arise from the excavation work (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.4 Resolve day-to-day problems within the responsibility of the job role behaviour which underpins effective performance.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Reinstatement of excavations</b>	
6 Responsibilities of the employer and employee under the Health and Safety at Work Act for reinstatement work in excavations.	
7 The importance of wearing the correct PPE at all stages of the work.	
8 Responsibilities of the employer and employee under the legislation applicable to new roads and street works for reinstatement works in excavations.	
9 Legislation governing reinstatement of excavations.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Reinstatement of excavations (cont)</b>	
10 Safe procedures for handling reinstatement equipment.	
11 Different types of pavement surfaces including flexible, composite, rigid and modular pavement.	
12 The sub-surface requirements for each type of pavement surface.	
13 Preparation procedures including edge trimming, surface formation, removal of loose debris, repair information.	
14 Requirements of legislation including statutory and regulatory provisions.	
15 The types of excavation materials in excavations and possible defects, including backfill, sub-base, road base, and paved surface.	
16 The remedial actions to take when defects are encountered.	
17 The types of supply apparatus and sub-structures that may be encountered including utilities and other agencies.	
18 Methods of protecting each of the supply apparatus and sub-structures.	
19 Methods of segregating the different materials including, backfill, sub-base road-base, and pavement surface.	
20 Methods of checking the condition of material that is to be reused.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Reinstatement of excavations (cont)</b>	
21 Specifications for surface, sub-surface, and general reinstatement materials including fine fill materials; back-fill materials; granular sub-bases; cement bound excavated material, road base materials; bituminous road base materials; surfacing materials; concrete footways; modular surfacing; cold lay.	
22 Methods of storing or protecting excavated material to prevent deterioration.	
23 The hand tools, powered tools and equipment used for reinstatement work including hand and power tools, and motorised equipment.	
24 Maintenance requirements for hand tools, powered tools and equipment used for reinstatement work.	
25 Legislation controlling the use of hand tools, powered tools and equipment.	
26 Industry procedures and practices for excavation work including environmental, organisational, regulatory, emergency, operational, health, safety and environment compliance, relevant company procedures, and risk assessments.	
27 The roles and responsibilities of persons within the highways operations team.	
28 Site management structures for highways operations.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Reinstatement of excavations (cont)</b>	
29 The importance of referring to the designated persons, problems that are outside the area of the job role responsibility.	
30 The procedures for reporting and recording job progress, problems, deviations to work programmes.	
31 Make-up and materials used in pavement structures including new and re-usable.	
32 Materials for, backfill, sub-base, road base, and pavement surface including cold lay.	
33 The types of surface finishes including flexible, composite, rigid and modular, verge and natural ground.	
34 The types of equipment used for compaction of materials including hand and power tools, and motorised equipment.	
35 The need to report any spillage from fuel and lubricants, and to safely prevent their spread, in accordance with company procedures.	
36 The maintenance requirements of compaction equipment.	
37 The methods to be used for compacting reinstatement materials.	

## FC00 04 Reinstatement Excavation and Pavement Surfaces after Network Construction Operations

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Reinstatement of excavations (cont)</b>	
38 Types of reinstatement, including holes and trenches and pavement surfaces.	
39 Common defects in reinstatement including settlement and surface damage and remedial actions.	
40 Specifications for materials in pavement structures including flexible, composite, rigid, modular and cold lay bituminous material.	
41 The reasons for ensuring correct storage conditions for materials.	
Behaviours	Evidence or File X-Ref/Coverage
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	
Glossary	Evidence or File X-Ref/Coverage
<b>1 Supply Apparatus</b>	
The supply apparatus for utilities and other agencies, above and below ground services, built structures, and the natural environment (eg, foundations, tree roots, natural watercourses).	
<b>2 Approved procedures and practices</b>	
Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.	

## FC02 04 Restore Water Network Components to Operational Condition by Repair

<b>SCQF level</b>	5	<b>Credit value</b>	5
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FC02 04 Restore Water Network Components to Operational Condition by Repair**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FC02 04 Restore Water Network Components to Operational Condition by Repair

Candidate's name \_\_\_\_\_

<b>1 Restore components to operational condition</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Work in accordance with health and safety, environment and hygiene regulations and legislation.	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures.	
1.3 Select and wear the designated PPE.	
1.4 Repair components in accordance with relevant specifications and work instructions.	
1.5 Prepare the component for repair.	
1.6 Carry out the repairs to agreed timescale using approved materials and components.	
1.7 Make sure that the repaired component meets the specified operating conditions and parameters.	
1.8 Carry out all work in accordance with company procedures.	

## FC02 04 Restore Water Network Components to Operational Condition by Repair

<b>2 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Produce accurate and complete records of all repair work carried out.	
<b>3 Resolve problems that arise when restoring components to operational condition</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Deal promptly and effectively with problems within the control of the job holder and report those that cannot be solved.	
3.2 Refer problems and conditions outside the responsibility of the job holder to the designated person using approved procedures.	
3.3 Deal with any emergencies that may arise.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	

## FC02 04 Restore Water Network Components to Operational Condition by Repair

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Restore components to operational condition</b>	
6 Health, safety and environment legislation and environmental procedures relevant to the work activities, including Codes of Practice and relevant company procedures.	
7 The importance of following all hygiene procedures.	
8 How to select the repair technique to use for the specification of the component to be repaired.	
9 The various components in use on the water network.	
10 The types of tools and equipment to be used when restoring components to operating condition by repair.	
11 The care and control procedures to be used to ensure compliance with hygiene regulations.	
12 The different types of records and documentation used to record maintenance activities.	
13 The reporting procedures to be used.	
<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1 Are vigilant to possible risks and hazards.	
2 Treat people with civility.	

**FC02 04 Restore Water Network Components to Operational Condition by Repair**

<b>Glossary</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1 Components</b>	
Metallic and non-metallic and all ancillary pipes and fittings.	
<b>2 Repair</b>	
Joints, horizontal and circumferential cracks and breaks, corrosion and interference damage.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

<b>SCQF level</b>	5	<b>Credit value</b>	4
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this Unit</b> (Please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

### Evidence Requirements (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

### The evidence is:

<b>Valid:</b> meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic:</b> is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable:</b> shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient:</b> total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current:</b> recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**FG2W 04 Locate and Avoid Supply Apparatus for Utilities  
Network Construction**

**Candidate declaration**

I confirm that the evidence listed is my own work, and I have collected my evidence in line with the qualification requirements.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor confirmation**

I confirm that I have assessed the evidence produced and I am satisfied that the candidate has demonstrated competence against the qualification requirements.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's counter-signature** (if appropriate) \_\_\_\_\_ **Date** \_\_\_\_\_

**If sampled**

**Internal verifier's name** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**External verifier's name** \_\_\_\_\_

**External verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

Candidate's name \_\_\_\_\_

<b>1 Locate supply apparatus</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.1 Use work instructions and interpret utility plans to determine the extent of the work site and to enable the supply apparatus to be marked	
1.2 Carry out site specific risk assessment, and review in accordance with company procedures	
1.3 Use surface evidence, electronic location equipment, trial holes, and drawings to enable supply apparatus to be marked	
1.4 Mark the position and type of supply apparatus and sub-structures on the work site in accordance with work instructions and statutory and regulatory Codes of Practice	
1.5 Mark risks of damage to supply apparatus and sub-structures in accordance with statutory and regulatory Codes of Practice	
1.6 Record positions and types of supply apparatus and sub-structures in accordance with instructions and organisational requirements	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

<b>1 Locate supply apparatus (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
1.7 Communicate details of the position and type of supply apparatus and sub-structures to personnel in accordance with instruction and organisational requirements	
1.8 Report deviations in the position of equipment and identification of other structures in accordance with instruction and organisational requirements	
1.9 Carry out all work to approved procedures and practices and in compliance with statutory requirements	
<b>2 Maintain the safety and integrity of supply apparatus</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.1 Maintain the position and condition of supply apparatus within the work site in accordance with their specification and Codes of Practice.	
2.2 Ensure working practices within the work site avoid damage to supply apparatus.	
2.3 Ensure exposed supply apparatus are supported correctly, protected safely and securely, in compliance with their specification and to approved procedures.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

<b>2 Maintain the safety and integrity of supply apparatus (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
2.4 Take precautions to protect personnel and equipment from the effects of damage to supply apparatus in accordance with approved procedures and practices.	
2.5 Ensure all work complies with latest specifications, statutory regulations and company Codes of Practice.	
<b>3 Use and communicate data and information</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
3.1 Check with designated personnel any circumstances where information appears incorrect.	
3.2 Use organisational information systems to record and store data and information.	
3.3 Follow all procedures where you are a lone worker.	
<b>4 Resolve problems that arise during work activities</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.1 Report promptly, to the designated person, any damage to supply apparatus and make area safe.	
4.2 Resolve day-to-day problems within the area of responsibility of the job holder.	
4.3 Advise colleagues or managers where situations need them to intervene.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

<b>4 Resolve problems that arise during work activities (cont)</b>	
<b>Performance Criteria</b> — the candidate can:	<b>Evidence or File X-Ref/Coverage</b>
4.4 Refer matters outside the responsibility of the job holder to the designated people using approved procedures.	
<b>Knowledge and Understanding</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>General</b>	
1 The main responsibilities of the employer and employee under the Health and Safety at Work Act.	
2 The health and safety guidance governing work in excavations.	
3 The safe procedures for handling hazardous materials.	
4 Organisational accident recording and reporting procedures.	
5 The range and use of personal protective equipment for the work.	
<b>Supply apparatus and sub-structure</b>	
6 Typical locations and depths of the usual range of underground supply apparatus.	
7 Methods of marking underground supply apparatus, eg identification tape.	
8 The type of hazard associated with different supplies and actions to take in the case of damage.	
9 The persons or organisations to be notified in the case of damage to supply apparatus or other underground structures.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Supply apparatus and sub-structure (cont)</b>	
10 Methods of marking out for excavation work to ensure the accurate location of the required excavation.	
11 The outcomes of incorrect marking out of the excavations, including costs, loss of time, and material wastage.	
12 The importance of protecting supply apparatus exposed during excavation work.	
13 Methods of providing temporary and permanent support to protect supply apparatus exposed during site excavations.	
14 The main sources of legislation relating to highways operations in the proximity of other supply apparatus.	
15 Methods of visually locating and identifying underground supply apparatus, including markers, signs and features, and the use of existing records.	
16 Principles of operation and method of use of electronic detection equipment.	
17 The safe procedures for handling the range of equipment necessary to carry out the task in hand.	
18 How to interpret the results of electronic detection equipment readings.	
19 The possible effects of external influences on electronic detection equipment readings.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Supply apparatus and sub-structure (cont)</b>	
20 The situations where trial holes can be used to locate underground supplies.	
21 Regulations governing the location of supply apparatus where this exposes other services.	
22 The precautions to be observed during supply location works, including statutory and regulatory requirements.	
23 Industry procedures and practices for confirming the location and marking of supply apparatus.	
24 Roles and responsibilities of the various organisations involved in the work and how to liaise with them effectively.	
25 The key physical properties of the supply pipeline or component, size (diameter), colour, material and its resistance to impact from excavation activities, methods of identification of supply apparatus for utilities and other agencies'.	
26 The physical properties of the contents of the medium being carried by the supply apparatus, ignition characteristics, density relative to air, electrocution, water damage.	
27 The risks associated with not maintaining the safety and integrity of supply apparatus.	

## FG2W 04 Locate and Avoid Supply Apparatus for Utilities Network Construction

Knowledge and Understanding	Evidence or File X-Ref/Coverage
<b>Supply apparatus and sub-structure (cont)</b>	
28 The possible effects of damage to the supply apparatus.	
29 Implications of damage to the supply apparatus that could include personal danger to the health or life of the operatives, or to others on site.	
30 The implications of damage to the supply apparatus that could include damage to the environment or additional job costs in repair and delay to job progress.	
31 How the requirements of the legislation applicable to new roads and street works apply.	
32 The importance of providing adequate support and protection for supply apparatus.	
33 The importance of referring problems outside the area of the job role responsibility to designated people.	
34 The procedures for reporting and recording job progress, problems and deviations to work programmes.	

**FG2W 04    Locate and Avoid Supply Apparatus for Utilities Network Construction**

<b>Behaviours</b>	<b>Evidence or File X-Ref/Coverage</b>
Behaviour which underpins effective performance. You work in a manner in which you:	
1    Are vigilant to possible risks and hazards.	
2    Treat people with civility.	
<b>Glossary</b>	<b>Evidence or File X-Ref/Coverage</b>
<b>1    Supply apparatus</b>	
The supply apparatus for utilities and other agencies, above and below ground services, built structures, and the natural environment (eg, foundations, tree roots, natural watercourses).	
<b>2    Approved procedures and practices</b>	
Environmental, statutory regulatory, emergency, operational, health and safety, organisational and company procedures, and risk assessments.	