Candidate Guidance and Portfolio for the SVQ2 Piling Operations (Construction) SCQF level 5

Award Code:

Piling Rig Operator (GF5H 22)
Piling Operative (GF5G 22)

Candidate name:

Publication code: Z0353

Note

The National Occupational Standards which form the basis of this award were developed by ConstructionSkills. This document is for candidate use only and should not be used as a substitute for the National Occupational Standards.

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## Index

**Section 1 — General information about SVQs**
- Introducing SVQs: 1
- Who offers SVQs?: 1
- What is the structure of an SVQ?: 2
- An example of an SVQ Element: 3
- How are SVQs achieved?: 4
- How are SVQs assessed?: 5
- Who does what in SVQs?: 6
- What is evidence?: 7
- Integration of assessment: 10

**Section 2 — How to compile your portfolio (with worked examples)**
- General information: 11
- Evidence Collection Process: 11
- Planning your portfolio: 12
- Starting your portfolio: 13
- Contents checklist: 14
- Collecting your evidence: 15
- Presenting your evidence: 16
- Referencing your evidence: 17
- Worked examples: 18
- Index of evidence — Example 1: 19
- Unit progress record — Example 2: 20
- Element achievement record — Example 3: 21
- Personal statement — Example 4: 22
- Observation Record — Example 5: 23
- Witness testimony — Example 6: 24
- Record of questions and candidate’s answers — Example 7: 25

**Section 3 — The Units and recording documents for your SVQ**
- Unit progress record: 26
- Glossary of terms: 30
- Units for the SVQ2 xx SCQF level xx: 32

**Section 4 — Blank recording forms**
- Portfolio title page: 189
- Personal profile: 190
- Contents checklist: 192
- Index of evidence: 193
- Personal statement: 194
- Observation Record: 194
- Witness testimony: 196
- Record of questions and candidate’s answers: 197
Section 1 — General information about SVQs

Introducing SVQs

The qualification you are undertaking is a Scottish Vocational Qualification (SVQ).

SVQs are work-based qualifications which assess the skills and knowledge people have and need to perform their job role effectively. The qualifications are designed using National Occupational Standards.

For each industry sector there is a Sector Skills Council (SSC) which is made up of representatives from the industry or profession and it is the SSC’s responsibility to develop the National Occupational Standards.

These standards define what employees, or potential employees, must be able to do, how well and in what circumstances to show they are competent in their work.

The Sector Skills Council for SVQ2 Piling Operations (Construction) is: ConstructionSkills.

Access to SVQs is open to all and you can be assessed either against a particular Unit(s) or against the full SVQ. There are no entry requirements, no prescribed method of delivery, and no time constraints for completion or age limits.

SVQs are available at five levels of achievement which reflect the various technical and supervisory skills, knowledge, and experience which employees should have as they progress in their industry.

Who offers SVQs?

An organisation which offers SVQs is called a centre. This may be a school, college, university, employer, training provider or a combination of these. The centre has responsibility for the quality of the qualification and is required to work within an awarding body’s policies and guidelines.

The Scottish Qualifications Authority (SQA) is your awarding body for this SVQ. This means that we are an organisation approved by government to design qualifications and awards. An awarding body endorses candidates’ certificates so that an employer can be sure the qualification has gone through a rigorous and effective assessment process. SQA provides qualifications throughout the world and was formed by the merger of the Scottish Examination Board (SEB) and the Scottish Vocational Education Council (SCOTVEC).
What is the structure of an SVQ?

All SVQs have a common structure and consist of standards which can be broken down into various parts:

<table>
<thead>
<tr>
<th>Units and Elements</th>
<th><strong>Units</strong> define the broad functions carried out in your particular job and are made up of a number of <strong>Elements</strong>. Each <strong>Element</strong> describes a specific work activity which you have to perform and may relate to skills or to the demonstration of Knowledge and Understanding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Criteria</td>
<td>The level and quality of how you should carry out these activities is determined by a number of statements called <strong>Performance Criteria</strong>. <strong>Performance Criteria</strong> are used to judge your competence.</td>
</tr>
<tr>
<td>Range/Scope Statements</td>
<td>A <strong>Range Statement</strong> tells you in what circumstances you must be able to prove your competence and allows you to demonstrate that you can carry out tasks in different circumstances. Items included in the <strong>Range Statements</strong> must not be treated as optional. <strong>Range Statements</strong> are also called <strong>Scope</strong> in some National Occupational Standards.</td>
</tr>
<tr>
<td>Evidence Requirements</td>
<td>The <strong>Evidence Requirements</strong> specify the amount and type of evidence which you will need to provide to your assessor to show that you have met the standards specified in the Performance Criteria and in all the circumstances defined in the <strong>Range Statements</strong>.</td>
</tr>
<tr>
<td>Knowledge and Understanding</td>
<td>The section on <strong>Knowledge and Understanding</strong> states what you must know and understand and how this knowledge applies to your job.</td>
</tr>
</tbody>
</table>

If you are not yet clear about how we define standards — just remember that the standards have been developed by experts within your industry or profession and that all candidates aiming for this particular SVQ are being assessed against the same standards.

You will find an example of an SVQ Element overleaf.
An example of an SVQ Element

UNIT: (1) Working safely in an engineering environment

Element 1 Comply with statutory regulations and organisational requirements

Performance Criteria

You must ensure that you:

1. Describe your duties and obligations (as an individual) under the Health and Safety at Work Act 1974.
2. Comply with statutory regulations at all times.
3. Comply with organisational safety policies and procedures at all times.

Range

This means you need to cover:

1. Relevant sections of the Health and Safety at Work Act 1974 (eg with regard to your duties to work in a safe manner, not to interfere with remove or misuse equipment provided for the safety of yourself and others, not to endanger others by your acts or omissions).

Evidence Requirements

The things you must prove that you can do:

You need to demonstrate that you understand your duties and obligations under both statutory regulations and organisational requirements and you can do this by:

1. Giving an adequate explanation of the duties and responsibilities of every individual as described in the Health and Safety at Work Act 1974.
2. Ensuring that whilst carrying out your work and/or visiting other areas of the working environment you are aware of the specific safety requirements and regulations governing your activities.

Knowledge and Understanding

You must prove that you know and understand:

1. The roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974.
2. The general regulations that apply to you being at work.
3. The specific regulations which govern your work activities.

The KNOWLEDGE AND UNDERSTANDING Requirements state what you must know and understand and how this knowledge applies to your job.
How are SVQs achieved?

When you consistently meet the standards described in the Elements and show that you have the required skills and knowledge across the Range, you can then claim that you are competent in each Unit. You can claim certification for single Units or whole awards. Your centre will register your claim to competence through the awarding body. The awarding body you are registered with for this SVQ is the Scottish Qualifications Authority (SQA).

The process of gaining an SVQ is flexible and depends on your needs. At the beginning of the process your assessor will review your existing competence in relation to the standards and identify the most suitable SVQ. The level you start at will depend on the type and breadth of your current job role together with your past experience, skills and any relevant prior learning.

To achieve an SVQ, or a Unit of an SVQ, you must:

♦ Demonstrate you meet the requirements of the Performance Criteria by collecting appropriate evidence as specified by the Evidence Requirements. This evidence is assessed against the national standards by a qualified assessor, who will be allocated to you by your centre. This will usually be someone who knows you, such as a manager or supervisor.

Evidence may come from:

♦ the accreditation of prior learning — where evidence relates to past experience or achievements
♦ current practice — where evidence is generated from a current job role
♦ a programme of development — where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
♦ a combination of these
How are SVQs assessed?

Assessment is based on what you can do and involves you, your assessor, an internal verifier and an External Verifier — see ‘Who does what in SVQs’ on the following page.

You will be asked to prove you are competent by providing evidence which shows:

♦ you can perform all the specified tasks consistently to the required standard (Performance Criteria)
♦ you understand why you are doing things (Knowledge and Understanding)
♦ you can apply the required skills in different ways (Range)

Assessment is flexible and you can be certificated for each Unit you successfully achieve, even if you do not complete the full SVQ. There is no set period of time in which you need to complete a Unit. However, you and your assessor should still set target dates for completing each Unit; otherwise your qualification could go on forever. Be realistic though, as there are many factors such as your previous experience, demands within your workplace and an availability of resources which will affect how quickly you are able to achieve the qualification.
Who does what in SVQs?

A number of individuals and organisations have parts to play in SVQ assessment. Their roles have been designed to guarantee fair, accurate and consistent assessment.

<table>
<thead>
<tr>
<th>Who are they?</th>
<th>What is their role?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidates</strong></td>
<td>The person who wants to achieve the SVQ — in this case, you. Need to show they can perform to National Occupational Standards in order to be awarded an SVQ or Unit(s).</td>
</tr>
<tr>
<td><strong>Assessors</strong></td>
<td>An experienced person in the same area of work as the candidate, eg supervisor. Judge the evidence of a candidate’s performance, knowledge and understanding against the National Occupational Standards. Decide whether the candidate has demonstrated competence. Provide guidance and support to the candidate. Assist with planning assessments, giving feedback and recording candidate progress.</td>
</tr>
<tr>
<td><strong>Internal verifiers</strong></td>
<td>Individuals appointed by an approved centre to ensure the quality of assessment within the centre. Advise assessors and maintain the quality of assessment in a centre. Systematically sample assessments to confirm the quality and consistency of assessment decisions.</td>
</tr>
<tr>
<td><strong>Approved centres</strong></td>
<td>Organisations approved by awarding bodies to co-ordinate assessment arrangements for SVQs. Manage assessment on a day-to-day basis. Must have effective assessment practices and internal verification procedures. Must meet criteria laid down by awarding bodies and be able to provide sufficiently competent assessors and internal verifiers.</td>
</tr>
</tbody>
</table>
Who are they?

External Verifiers*

Individuals appointed by the awarding body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ.

What is their role?

Check the quality and consistency of assessments, both within and between centres, by systematic sampling.

Make regular visits to centres to ensure they still meet the criteria to deliver SVQs.

* Assessors and internal and External Verifiers are required to have occupational expertise in the SVQs which they are assessing/verifying. They must also have, or be working towards, an appropriate qualification in assessment and verification.

What is evidence?

To claim competence for an SVQ Unit you need to gather evidence which shows you have met the standards. It is important that your evidence is easily understood so that it can be checked against the standards, by your assessor, your centre and the awarding body.

Evidence can take many forms including:

- direct observation of your performance by your assessor
- products of your work
- authenticated statement — witness testimony
- personal statement
- outcomes from questioning
- outcomes from simulation
- case studies
- assignments or projects
- Accreditation of Prior Learning (APL) — evidence from the past

It is important that your evidence is:

- **valid** — it relates to the SVQ standard you are trying to prove
- **authentic** — the evidence, or an identified part of it (eg a report) was produced by *you*
- **consistent** — achieved on more than one occasion
- **current** — usually not more than two years old
- **sufficient** — covers all the performance and knowledge requirements laid down in the standards
Your evidence may be collected through a range of sources, such as employment, voluntary work, training programmes and interests/activities which you perform outside your work. It can also be produced in various formats, eg your own reports; testimonies from colleagues, supervisors or members of the public; projects; models; audio tapes, photographs; videos.

When you first begin your SVQ, you and your assessor should identify all the Units and Elements where you can use integration of assessment. Further details about integration of assessment can be found on page 10.

**Demonstrating knowledge, understanding and skills**

In order to meet the standards, you may also be required to prove Knowledge and Understanding. Each Unit contains a list summarising the knowledge, understanding and skills a candidate must possess. Evidence of how these have been achieved and applied could be included in the performance evidence as one or all of the following:

- descriptions of why a particular approach was used
- personal reports about the learning process
- reflective reports which include how a theory or principle was applied
- assessment interviews
- assessment tests
- responses to questioning

These should be included in your portfolio.

**How will my assessor check I have the knowledge and understanding listed in the standards?**

For some Units, it will be clear to your assessor that you have the required knowledge and understanding from how you carry out your work. This is often referred to as *knowledge and understanding apparent from performance*. There will be other occasions though, when your assessor will be unsure if you know why, for example, it is important to give information to clients in certain situations. This could be because your assessor has not had the opportunity to observe all the Performance Criteria and Range during assessment. In these situations, your assessor may wish to assess your knowledge and understanding by asking you some questions. These questions can be given orally or in writing, but will be recorded in your portfolio as evidence.

Your assessor could also check you have the required level of knowledge and understanding by asking you to produce personal statements or to complete a project or assignment.
What if I have previous experience and knowledge and understanding from work and other qualifications?

If you have previous work experience, skills, and knowledge and understanding which you feel is relevant to your SVQ, you should tell your assessor about it. Your assessor may ask you for more proof in the form of letters from previous employers/training providers or details about any courses you have completed.

For example, you may have achieved an HNC in a relevant subject in which case your assessor may feel that you already have some of the knowledge and understanding required for the SVQ.

The process of matching your previous experience and learning is often referred to as the Accreditation of Prior Learning (APL). The purpose of this process is to try and give you some credit towards your SVQ for things you can already do to the national standard. Your assessor judges the evidence available and matches it against the requirements of the SVQ. This means that your assessor should not have to assess you for these things all over again.

However, the success of this process depends on **you** telling your assessor what previous work experience or knowledge and understanding you have and how you think it is relevant to your SVQ. The more information you can supply to support your claims, the easier it should be to convince your assessor that you are competent.

**When can simulation be used?**

Throughout your SVQ, the emphasis is on you being able to carry out real work activities so assessment will normally be carried out in the workplace itself. There may be times, however, when it might not be appropriate for you to be assessed while you are working. For example your SVQ might require you to carry out emergency or contingency procedures (for safety or confidentiality reasons) or your job role may not cover all aspects of the qualification. In such instances, when you have no other means of generating evidence, **simulation** might be appropriate.

Simulation is any structured exercise involving a specific task which reproduces real-life situations. Care must be taken though to ensure that the conditions in which you are assessed exactly mirror the work environment ie it is a **realistic working environment**.

You and your assessor should check the assessment strategy for your SVQ carefully to find out the Sector Skills Council (SSC’s) view of what constitutes a realistic working environment. Some SSC’s stipulate the specific elements which are suitable for this approach.
Integration of assessment

It is not necessary for you to have each Element assessed separately — doing so could result in assessment which takes too long and places too great a burden on you and your assessor.

There will be instances when you will be able to use one piece of evidence to prove your competence across different Elements or Performance Criteria. You may even find that evidence is relevant for different Units — this is called integration of assessment.

When you first begin your SVQ, you and your assessor will spend time looking at the standards, planning how much time you are both able to devote to the qualification and drawing up an action plan.

At this stage, you should identify any activities which relate to more than one Unit or Outcome and arrange for the best way to collect a single piece of evidence which satisfactorily covers all the Performance Criteria.

If you are going to integrate assessments, make sure that the evidence is cross-referenced to the relevant Units. Details of how to cross reference your evidence can be found in Section 2 ‘How to compile your portfolio’.
Section 2 — How to compile your portfolio (with worked examples)

General information

A portfolio, like a log book, is a way of recording evidence of your achievements. It is a collection of different items of evidence which indicates that you have the required skills, knowledge and understanding to support your claim to a qualification.

The production of a well organised, clearly labelled portfolio which relates each piece of evidence to the relevant Outcomes and Performance Criteria requires a careful methodical approach. When your assessor looks through your portfolio, they will find the task of making judgements about your competence much easier if the information in it is presented in a logical sequence.

You will need to present your evidence in a format that is easy to read and in which materials can be added or taken away. This section gives suggestions on how to lay out and present your evidence and includes worked examples. There are also forms and matrices which will assist you to chart your progress through the award.

You do not have to lay out your evidence in the way suggested but you may find it helpful to do so. Each portfolio will be different in content but all should include information about you (the candidate), the organisation where you are undertaking your qualification, the assessor and so on.

Evidence collection process

<table>
<thead>
<tr>
<th>Assessment plan</th>
<th>You and your assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect evidence</td>
<td>You and your assessor if observation/questioning is required</td>
</tr>
<tr>
<td>Present evidence</td>
<td>You and your assessor</td>
</tr>
<tr>
<td>Reference acceptable evidence</td>
<td>Assessor will judge evidence and give you feedback on which evidence meets the standards</td>
</tr>
<tr>
<td>Record evidence in Element achievement record</td>
<td>You</td>
</tr>
<tr>
<td>Store evidence in portfolio</td>
<td>You</td>
</tr>
</tbody>
</table>
Planning your portfolio

Start by carefully reading through the standards and, together with your assessor, decide which Units you might like to work on first. You do not have to do the Units in order. There may be some Units that relate to tasks which you carry out on a regular basis, therefore making it easier to collect evidence right away. Alternatively, there may be activities in other Units which you only undertake now and again, these can be left until the opportunity arises for you to collect evidence.

Before you start looking for different kinds of evidence and deciding if they should be included in your portfolio, you will find it helpful to plan how you will carry out the tasks and how long they are going to take.

The plan is usually referred to as an ‘assessment plan’. It should be produced in discussion with your assessor and will set out the different stages in developing your portfolio. You will probably want to produce a plan for each Unit.

It is unlikely that you will be able to complete all of the Units straightaway and you should therefore think about starting with those Units where you have a lot of experience and in which you work well. You should also remember to identify any opportunities for integration of assessment.

We have provided you with a ‘Unit progress record’ — see Example 2. Each time you complete a Unit; your assessor should sign and date the relevant section on the form. At this stage, it might be a good idea to check that all your evidence and recording documents have been completed correctly and can easily be located. You can then circle the reference number of that Unit in the checkboxes at the top of the form so that you can see at a glance what stage you are at in your SVQ.
Starting your portfolio

Make sure that you clearly label your portfolio (or disk if you are recording your evidence electronically) with your name together with the title and level of the award.

Your portfolio will need a title page and a contents page. You should also complete a Personal Profile which records details about yourself and your job as well as providing information about your employer, training provider or college. Blank samples of these forms are provided in Section 4.

We recommend that you compile your portfolio in the following order:

<table>
<thead>
<tr>
<th>Title page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents checklist</td>
</tr>
<tr>
<td>Personal profile</td>
</tr>
<tr>
<td>Unit progress record</td>
</tr>
<tr>
<td>Completed Element achievement records</td>
</tr>
<tr>
<td>Index of evidence</td>
</tr>
<tr>
<td>Pieces of evidence</td>
</tr>
<tr>
<td>Glossary of terms</td>
</tr>
<tr>
<td>Standards</td>
</tr>
</tbody>
</table>
Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

<table>
<thead>
<tr>
<th>Section</th>
<th>Completed</th>
<th>Page/Section number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page for the portfolio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your own personal details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A brief CV or career profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A description of your job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information about your employer/training provider/college</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit assessment plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit progress record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Element achievement records for each Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed by yourself, your assessor and the internal verifier (where relevant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence reference numbers included</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Index of evidence (with cross-referencing information completed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence (with reference numbers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of witnesses (witness testimony sheets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal statements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Products of performance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Collecting your evidence

All of the evidence which you collect and present for assessment must be relevant to your SVQ. Your assessor will help you choose which pieces of evidence you should include.

We have provided blank forms in Section 4 of this document, which you can photocopy to help you record and present your evidence. Although we have provided you with sample forms, your centre may have their own recording documents which they would prefer you to use.

Some of these forms, eg **observation records** and the **record of questions and answers** will be completed by your assessor. Other forms (**witness testimonies**) will be used by people other than your assessor to testify that they have observed you doing your job, and there is one for you to complete called a **personal statement**.

Explanations are given below about how and when these forms should be used.

Observation record — Example 5

The observation record is used by your assessor to record what tasks you have performed and to what standard. There is also a section for your assessor to note which other Units or Outcomes are covered by this evidence (‘integration of assessment’).

The assessor will discuss with you which Performance Criteria and Range you have successfully achieved and give you feedback. This form should then be given a reference number and included in your portfolio as part of your evidence.

Witness testimony — Example 6

There may be occasions when your assessor is not available to observe you carrying out certain aspects of your job. In such instances, it may be appropriate for another person to comment about your performance by completing a statement called a ‘witness testimony’.

Witness testimony should only be used as supporting evidence and should:

- be provided by a person, not related to you, who is in a position to make a valid comment about your performance, eg supervisor, line manager or possibly a client/customer
- contain comments which specifically relate your performance to the standards
- be authenticated by the inclusion of the witness’s signature, role, address, telephone number and the date

It is unlikely that your assessor would make an assessment decision based on witness testimony alone. They would normally supplement this type of evidence with questioning.
Record of questions and candidate’s answers — Example 7

This form is used to record any questions which your assessor may ask, to establish whether you have the required level of Knowledge and Understanding associated with each Unit. There is also space on the form for your answers to be noted.

Personal statement — Example 4

There will be times when you need to put a piece of your evidence in context for your assessor so that they can decide if it is relevant to your SVQ. You can complete personal statements to help you do this — these can relate either to the pieces of evidence or to each Outcome or Unit.

For example, you may refer to paperwork which is often used in your organisation to help you pass on information to a colleague. It may not be clear to an assessor why you are communicating to your colleague in this way and a brief explanation of the paperwork and why it is relevant to a particular part of your SVQ may be required.

A personal statement might also be used to record your experience of something, such as, how you handled a specific situation. This can be documented in your personal statement and should be a description of what you did, how you did it and why you did it. It will also allow you to include the people who were present and either assisted you or witnessed your actions. This, in turn, might identify who you should approach for ‘witness testimony’. In your personal statement you could also refer to product evidence that you have produced (eg reports, notes, completed forms), these can also be included as evidence in your portfolio.

The personal statement can be a piece of evidence in itself and should therefore be included in your portfolio.

Presenting your evidence

It is important to present all of your evidence in a clear, consistent and legible manner. Your assessor will then find it much easier to make appropriate judgements about the quality, sufficiency and currency of the materials you are putting forward for consideration.

It is not necessary to produce all of your evidence in typewritten format — some hand-written pieces of evidence, such as notes, will be perfectly acceptable.

There may also be items of evidence which you cannot physically include in your portfolio. This might be for confidentiality reasons or it could be that something which you have produced as part of your day-to-day work is normally kept in a filing cabinet or stored electronically in a PC.

In compiling your portfolio, we suggest that anything you produce as part of your day-to-day work is kept in its normal location, but those pieces of evidence which have been produced specifically for your SVQ, eg witness testimony statements or personal statements, are filed in your portfolio.
However, assessors and verifiers should be able to locate and access your evidence at all times. It is, therefore, very important that you clearly reference every item of evidence.

Referencing your evidence

Your assessor, as well as the internal and External Verifiers, will need to find their way around your portfolio, so you should give each piece of evidence a number.

Remember, that where you have used ‘integration of assessment’, you need to give details of all the Units and Elements which are linked to a specific piece of evidence. The links should be noted on the pieces of evidence themselves as well as on the index of evidence (cross-referencing).

How to complete the Index of evidence — Example 1

You should complete an index of evidence sheet and file it immediately before the actual pieces of evidence in your portfolio.

The index of evidence should be completed by:

- entering the evidence number in the first column
- giving a brief description of each piece of evidence in the second column
- explaining where the evidence can be found in the third column

You must make sure that the information contained in the evidence index is accurate when you give your portfolio to your assessor, particularly in relation to where the evidence can be located.

Completing the Element achievement records — Example 3

There is an Element achievement record for every Element within this portfolio. These records have been designed to allow you to record the evidence you have gathered for each Element. Each record has boxes across it which represents the Performance Criteria, Range Statement, Evidence Requirements and Knowledge and Understanding statement, these will differ from Element to Element so it is important to make sure you are using the right one. Whilst collecting your evidence you should use these grids to display the Performance Criteria, Range, Knowledge and Understanding and Evidence Requirement that piece of evidence relates to. In the first box write the evidence index number you have given to that piece of evidence. In the second box give a brief description of the evidence, then tick against the relevant Performance Criteria, Range, Evidence Requirements and Knowledge and Understanding.
Worked examples

To give you a clearer picture of how to compile your portfolio, you will find worked examples of the various forms over the next few pages. You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.
# Index of evidence — Example 1

<table>
<thead>
<tr>
<th>SVQ title and level</th>
<th>Using IT at level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence number</td>
<td>Description of evidence</td>
</tr>
<tr>
<td>1</td>
<td>Action plan identifying customer requirements</td>
</tr>
<tr>
<td>2</td>
<td>Personal statement</td>
</tr>
<tr>
<td>3</td>
<td>Witness testimony</td>
</tr>
<tr>
<td>4</td>
<td>Record of questions and answers</td>
</tr>
<tr>
<td>5</td>
<td>Log of configuration details and errors</td>
</tr>
<tr>
<td>6</td>
<td>Observation checklist</td>
</tr>
<tr>
<td>7</td>
<td>Procedure for shutting down system</td>
</tr>
<tr>
<td>8</td>
<td>Company media storage policy</td>
</tr>
</tbody>
</table>
## Unit progress record — Example 2

<table>
<thead>
<tr>
<th>Qualification and level</th>
<th>Using IT at level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s name</td>
<td>Anne Thomas</td>
</tr>
</tbody>
</table>

To achieve the whole qualification, you must prove competence in **mandatory** Units and **optional** Units.

### Unit checklist — circle the reference number of each Unit as you complete it.

| Mandatory | | |
|-----------|---|---|---|---|
| 206       | 301 | 302 | 303 | 308 |

| Optional  | | | |
|-----------|---|---|---|---|
| 305       | 306 | 311 | 312 |   |

### Mandatory Units

<table>
<thead>
<tr>
<th>SQA Unit number</th>
<th>SSC/SSB Unit number</th>
<th>Title</th>
<th>Assessor</th>
<th>Internal Verifier</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td></td>
<td>Ensure your own actions reduce risks to H&amp;S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>301</td>
<td></td>
<td>Select and enable IT for use</td>
<td>P.Jones</td>
<td></td>
<td>28/4/2000</td>
</tr>
<tr>
<td>303</td>
<td></td>
<td>Develop and maintain the effectiveness of the IT working environment</td>
<td>P.Jones</td>
<td></td>
<td>8/4/2000</td>
</tr>
<tr>
<td>308</td>
<td></td>
<td>Develop your own effectiveness and professionalism</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Optional Units

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Title</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>305</td>
<td>Design and produce documents using WP software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306</td>
<td>Design and produce spreadsheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>311</td>
<td>Design and use databases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>312</td>
<td>Design and produce documents using graphics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle the reference numbers as you complete each Unit. You can then easily see what stage you have reached in your SVQ.

This section of the form is for your assessor to sign each time you successfully achieve a Unit.
### Element achievement record — Example 3

**Unit title:** Select & enable IT for use

**Element:** 301.1 Select and configure equipment for use

<table>
<thead>
<tr>
<th>Evidence index no</th>
<th>Description of evidence</th>
<th>Performance Criteria</th>
<th>Range</th>
<th>Knowledge and Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Action Plan</td>
<td>✓ ✓ ✓ ✓</td>
<td>1 2 3</td>
<td>K1 K2 K3 K4 K5</td>
</tr>
<tr>
<td>2</td>
<td>Personal Statement</td>
<td>✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Copy of Legislation</td>
<td>✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Record of Questions &amp; Answers</td>
<td>✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Log of Configuration Details</td>
<td>✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
<td></td>
</tr>
</tbody>
</table>

These numbers relate to your Evidence Index and will allow your assessor to find your evidence easily.

Give a brief description of the evidence you are offering for assessment against each Performance Criterion, Range and piece of Knowledge and Understanding.

As you collect your evidence for assessment you should tick the relevant boxes. There is a box which represents each Performance Criterion and Range in the Element.

Candidates should enter which areas of Knowledge and Understanding that piece of evidence covers.

---

Candidate's signature: ___________________________ Date: ___________________________

Assessor's signature: ___________________________ Date: ___________________________

Internal verifier's signature: ___________________________ Date: ___________________________
**Personal statement — Example 4**

<table>
<thead>
<tr>
<th>Date</th>
<th>Evidence index number</th>
<th>Details of statement</th>
<th>Links to other evidence (enter numbers)</th>
<th>Units, Elements, PC, and Range covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4/00</td>
<td>1</td>
<td>Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio. Statements that I understand how to set up, equipment, configure software that met customer requirements. Details of equipment and software with dates are listed in portfolio.</td>
<td>1</td>
<td>301.1.a,b,e Range 1</td>
</tr>
</tbody>
</table>

Candidate’s signature  **Anne Thomas**  Date  **2/4/2011**
Observation record — Example 5

Unit/Element(s)  (301) Select and Enable IT for Use

Candidate’s name  Anne Thomas

Evidence index number  8

Date of observation  28/4/2011

<table>
<thead>
<tr>
<th>Skills/activities observed</th>
<th>PC covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saving and storing files</td>
<td>Element 301.3&lt;br&gt;PC: a-f&lt;br&gt;Range: <strong>materials</strong> (consumables, removable storage media), <strong>regulations</strong> (current legislation, manufacturer’s instructions, organisational procedures), <strong>system</strong> (application software, hardware, system software).</td>
</tr>
</tbody>
</table>

Knowledge and understanding apparent from this observation

Candidate can save and organise files. She can delete unwanted files and can shut down system according to organisation’s procedures and manufacturer’s instructions.

Other Units/Elements to which this evidence may contribute

302.1.b,c Range 1,3

Assessor comments and feedback to candidate

I can confirm the candidate’s performance was satisfactory.

Assessor’s signature  Peter Jones  Date  28/4/2011

Candidate’s signature  Anne Thomas  Date  28/4/2011
### Witness testimony — Example 6

<table>
<thead>
<tr>
<th>SVQ title and level</th>
<th>Using IT level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s name</td>
<td>Anne Thomas</td>
</tr>
<tr>
<td>Evidence index no</td>
<td>4</td>
</tr>
<tr>
<td>Where applicable, evidence number to which this testimony relates</td>
<td></td>
</tr>
<tr>
<td>Element(s)</td>
<td>301.2</td>
</tr>
<tr>
<td>Range</td>
<td>1</td>
</tr>
<tr>
<td>Date of evidence</td>
<td>8/4/2000</td>
</tr>
<tr>
<td>Witness name</td>
<td>Ian Cummings</td>
</tr>
<tr>
<td>Designation/relationship to candidate</td>
<td>Line manager</td>
</tr>
<tr>
<td>Details of testimony</td>
<td>I can attest that I observed Anne Thomas following company and national regulations in the use of software. She understands and has knowledge of these regulations and I observed her following them when selecting and configuring software.</td>
</tr>
</tbody>
</table>

I can confirm the candidate’s performance was satisfactory.

**Witness’s signature**  
*Ian Cummings*  
**Date** 8/4/2011

**Witness** (please tick the appropriate box):

- [x] Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- [ ] Is familiar with the SVQ standards to which the candidate is working
Record of questions and candidate’s answers — Example 7

<table>
<thead>
<tr>
<th>Unit</th>
<th>301 Select and enable IT for use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element(s)</td>
<td>1</td>
</tr>
<tr>
<td>Evidence index number</td>
<td>5</td>
</tr>
</tbody>
</table>

**Circumstances of assessment**

As part of the staff induction scheme IT staff are regularly interviewed and asked about their knowledge and skills. Anne Thomas was interviewed on the 21 March 2011 and below is a summary of the interview where it relates to her knowledge of resources and problem solving.

**List of questions and candidate’s responses**

<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a member of staff asked you for a particular piece of equipment, what procedures would you follow?</td>
<td>I would ensure that a hardware requisition form has been filled out with the rational for needing such equipment, countersigned by their line and general managers. If approved, next step would be to ask the member of staff if they need specific training. Pc 301.1.a, b, e and Range 1, 2, 3.</td>
</tr>
<tr>
<td>You discover that a member of staff has installed a piece of software on their workstation PC. What do you do?</td>
<td>If they installed it themselves then this is a serious breach of company regulations and I would inform the IT manager. I would then remove the software. Pc 301.1.c and Range 2, 3.</td>
</tr>
</tbody>
</table>

**Assessor’s signature** Davinder Singh  
**Date** 21/3/2011

**Candidate’s signature** Anne Thomas  
**Date** 21/3/2011
Section 3 — The Units and recording documents for your SVQ

Unit progress record

<table>
<thead>
<tr>
<th>Qualification and level</th>
<th>Candidate’s name</th>
</tr>
</thead>
</table>

SVQ2 Piling Operations (Construction): Piling Rig Operations SCQF level 5 (GF5H 22)

To achieve the whole qualification, you must prove competence in all **seven mandatory** Units.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

**Unit checklist** — circle the reference number of each Unit as you complete it.

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>VR641</th>
<th>VR642</th>
<th>VR643</th>
<th>VR235</th>
<th>VR402</th>
<th>VR299</th>
<th>VR390</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Units — all Units should be completed**

<table>
<thead>
<tr>
<th>SQA Unit Number</th>
<th>SSC Unit Number</th>
<th>Title</th>
<th>Assessor</th>
<th>Internal Verifier</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN2J 04</td>
<td>VR 641</td>
<td>Conform to General Workplace Health, Safety and Welfare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW0J 04</td>
<td>VR 642</td>
<td>Conform to Productive Work Practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FN2V 04</td>
<td>VR 643</td>
<td>Move, Handle or Store Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PB 04</td>
<td>VR 235</td>
<td>Contribute to the Piling Operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F00Y 04</td>
<td>VR 402</td>
<td>Slinging and Signalling the Movement of Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PL 04</td>
<td>VR 299</td>
<td>Plant or Machinery Operator Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1RB 04</td>
<td>VR 390</td>
<td>Operate Plant or Machinery to Construct and Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SQA Unit Number</td>
<td>SSC Unit Number</td>
<td>Title</td>
<td>Assessor</td>
<td>Internal Verifier</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>-------------------------------------------------</td>
<td>----------</td>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td>FW1V 04</td>
<td>VR 387</td>
<td>Operate Plant or Machinery to Lift and Transfer Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW1P 04</td>
<td>VR 389</td>
<td>Operate Plant or Machinery to Excavate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW1X 04</td>
<td>VR 391</td>
<td>Operate Plant or Machinery to Receive and Transfer Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1RE 04</td>
<td>VR 404</td>
<td>Erect and Dismantle Plant (cranes and rigs)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unit progress record

<table>
<thead>
<tr>
<th>Qualification and level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's name</td>
<td></td>
</tr>
</tbody>
</table>

**SVQ2 Piling Operations (Construction): Piling Operative SCQF level 5 (GF5G 22)**

To achieve the whole qualification, you must prove competence in all **five mandatory** Units plus any **one optional** Unit.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

**Unit checklist** — circle the reference number of each Unit as you complete it.

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>VR641</th>
<th>VR642</th>
<th>VR643</th>
<th>VR235</th>
<th>VR402</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
<td>VR214</td>
<td>VR233</td>
<td>VR236</td>
<td>VR239</td>
<td>VR388</td>
</tr>
</tbody>
</table>

**Mandatory Units — all Units should be completed**

<table>
<thead>
<tr>
<th>SQA Unit Number</th>
<th>SSC Unit Number</th>
<th>Title</th>
<th>Assessor</th>
<th>Internal Verifier</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN2J 04</td>
<td>VR 641</td>
<td>Conform to General Workplace Health, Safety and Welfare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW0J 04</td>
<td>VR 642</td>
<td>Conform to Productive Work Practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FN2V 04</td>
<td>VR 643</td>
<td>Move, Handle or Store Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PB 04</td>
<td>VR 235</td>
<td>Contribute to the Piling Operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F00Y 04</td>
<td>VR 402</td>
<td>Slinging and Signalling the Movement of Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Optional Units — candidates must achieve one Unit from the following

<table>
<thead>
<tr>
<th>SQA Unit Number</th>
<th>SSC Unit Number</th>
<th>Title</th>
<th>Assessor</th>
<th>Internal Verifier</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1P2 04</td>
<td>VR214</td>
<td>Allocate and Monitor the Use of Plant, Machinery and Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PA 04</td>
<td>VR233</td>
<td>Carry Out Mud, Slurry or Fluid Plant Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PC 04</td>
<td>VR236</td>
<td>Carry Out Tremie Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1PD 04</td>
<td>VR239</td>
<td>Guide Formation of Piles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW1R 04</td>
<td>VR388</td>
<td>Operate Plant or Machinery to Extract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY6R 04</td>
<td>VR400</td>
<td>Operate Specialised Powered Tools and Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Units (not compulsory)

<table>
<thead>
<tr>
<th>SQA Unit Number</th>
<th>SSC Unit Number</th>
<th>Title</th>
<th>Assessor</th>
<th>Internal Verifier</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FW1V 04</td>
<td>VR387</td>
<td>Operate Plant or Machinery to Lift and Transfer Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW1P 04</td>
<td>VR389</td>
<td>Operate Plant or Machinery to Excavate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FW1X 04</td>
<td>VR391</td>
<td>Operate Plant or Machinery to Receive and Transport Loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H1RE 04</td>
<td>VR404</td>
<td>Erect and Dismantle Plant (cranes and rigs)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Glossary of terms

<table>
<thead>
<tr>
<th><strong>Advisor</strong></th>
<th>A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment</strong></td>
<td>The process of generating and collecting evidence of a candidate’s performance and judging that evidence against defined criteria.</td>
</tr>
<tr>
<td><strong>Authentication</strong></td>
<td>The process by which an advisor or assessor confirms that an assessment has been undertaken by a candidate and that all regulations governing the assessment have been observed.</td>
</tr>
<tr>
<td><strong>Candidate</strong></td>
<td>The person enrolling for an SQA qualification.</td>
</tr>
<tr>
<td><strong>Centre</strong></td>
<td>The college, training organisation or workplace where SQA qualifications are delivered and assessed.</td>
</tr>
<tr>
<td><strong>Element of competence</strong></td>
<td>Statements which define the products of learning. The statements describe the activities that the candidate needs to perform in order to achieve the Unit. They contain Performance Criteria and sometimes statements on Range and evidence. (see Outcome).</td>
</tr>
<tr>
<td><strong>Evidence</strong></td>
<td>Materials the candidate has to provide as proof of his or her competence against specified Performance Criteria.</td>
</tr>
<tr>
<td><strong>Evidence Requirements</strong></td>
<td>Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the Performance Criteria.</td>
</tr>
<tr>
<td><strong>External Verifier</strong></td>
<td>The person appointed by the SQA who is responsible for the quality assurance of a centre’s provision. An External Verifier is often appointed on a subject area basis or for cognate groups of Units.</td>
</tr>
<tr>
<td><strong>Instrument of Assessment</strong></td>
<td>A means of generating evidence of the candidate’s performance.</td>
</tr>
<tr>
<td><strong>Internal verifier</strong></td>
<td>The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.</td>
</tr>
<tr>
<td><strong>Observation</strong></td>
<td>A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes.</td>
</tr>
</tbody>
</table>
### Outcome
Statement which defines the products of learning. They describe the activities the candidate has to perform to achieve the Unit, and contain Performance Criteria and sometimes, statements on Range and evidence (see Elements of Competence).

### Performance Criteria
Statements which describe the standard to which candidates must perform the activities which are stated in the Outcome.

### Portfolio
A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in SVQ awards and in alternative routes to assessment such as APL and credit transfer.

### Product evaluation
A means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated.

### Range/Scope
A statement in the Unit which specifies the different contexts in which the activities described in the Outcome have to be demonstrated. Where they appear, Range/Scope Statements are mandatory.
Units for the SVQ2 Piling Operations (Construction) SCQF level 5
UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare

Unit Summary

This standard is about:

1. awareness of relevant current statutory requirements and official guidance
2. responsibilities, to self and others, relating to workplace health, safety and welfare
3. personal behaviour in the workplace
4. security in the workplace

Key words

Hazards; Safety; Welfare; Regulations; Security; Signs; Control Equipment; PPE; RPE; LEV; Legislation; Risk assessment
UNIT VR641 (FN2J 04)  Conform to General Workplace Health, Safety and Welfare

Performance Criteria

You must be able to:

1. comply with all workplace health, safety and welfare legislation requirements at all times
2. recognise hazards, associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures
3. accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare
4. comply with and support all organisational security arrangements and approved procedures

Scope/range related to Performance Criteria

1. avoidance of risk by complying with given information relating to the following
   1.1 induction
   1.2 briefings
   1.3 application of prior training (safe use of health and safety control equipment)
2. adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment
3. hazards created by changing circumstances in the workplace are reported
4. show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare
5. comply with organisational policies and procedures relating to the following
   5.1 consideration of others
   5.2 interpretation of given instructions to maintain safe systems of work
   5.3 contributing to discussions (offer and provide feedback)
   5.4 maintaining quality working practices
   5.5 contributing to the maintenance of workplace welfare facilities
   5.6 storage and use of equipment provided to keep people safe
   5.7 disposal of waste and/or consumable items
6. comply with organisational procedures for maintaining the security of the workplace
   6.1 during the working day
   6.2 on completion of the day’s work
   6.3 from unauthorised personnel (other operatives and/or the general public)
   6.4 from theft
UNIT VR641 (FN2J 04)  Conform to General Workplace Health, Safety and Welfare

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Workplace health, safety and welfare
K1 what and why health, safety and welfare legislation is relevant to the occupational area
K2 what health, safety and welfare legislation notices and warning signs are relevant to the occupational area and associated equipment
K3 how to comply with control measures identified by risk assessments and safe systems of work
K4 why, when and how health and safety control equipment should be used

Performance Criteria 2
Recognition of hazards
K5 the hazards associated with the work environment
K6 how changing circumstances can create hazards
K7 the method of reporting hazards in the workplace

Performance Criteria 3
Organisational policies and procedures
K8 what the organisational policies and procedures are for health, safety and welfare
K9 how to take active responsibility for health, safety and welfare
K10 how individual actions and behaviour may affect others
K11 what the types of fire extinguishers are and how and when they are used

Knowledge and Understanding (cont)

Performance Criteria 4
Security arrangements
K12 how security arrangements are implemented in the workplace
UNIT VR641 (FN2J 04) Conform to General Workplace Health, Safety and Welfare

Scope/range relating to Knowledge and Understanding

Fire extinguishers
1 water, CO\textsubscript{2}, foam, powder, vaporising liquid and their uses

Hazards
2 associated with the occupational area
2.1 resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities
2.2 current Health and Safety Executive top ten safety risks
2.3 current Health and Safety Executive top five health risks

Health and safety control equipment
3 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
3.1 collective protective measures
3.2 personal protective equipment (PPE)
3.3 respiratory protective equipment (RPE)
3.4 local exhaust ventilation (LEV)

Notices and warning signs
4 statutory requirements and/or official guidance for the occupation and the work area

Scope/range relating to Knowledge and Understanding (cont)

Policies and procedures
5 in accordance with organisational requirements
5.1 dealing with accidents and emergencies associated with the type of work being undertaken and the work environment
5.2 methods of receiving or sourcing information
5.3 reporting
5.4 stopping work
5.5 evacuation
5.6 fire risks and safe exit procedures
5.7 consultation and feedback

Reporting
6 organisational recording procedures and statutory requirements

Responsibility
7 behaviour that affects health, safety and welfare
7.1 recognising when to stop work in the face of serious and imminent danger
7.2 contributing to discussions and providing feedback
7.3 reporting changed circumstances and incidents in the workplace
7.4 adhering to the environmental requirements of the workplace

Security
8 organisational procedures relating to the workplace, general public, site personnel and resources
## UNIT VR641 (FN2J 04)  Conform to General Workplace Health, Safety and Welfare

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UNIT VR641 (FN2J 04)  Conform to General Workplace Health, Safety and Welfare

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate ________________________________  Date ________________________________

Assessor ________________________________  Date ________________________________

Internal Verifier __________________________  Date ________________________________
UNIT VR642 (FW0J 04)  Conform to Productive Work Practices

Unit Summary

This standard is about:

1 productive communication with line management, colleagues and customers
2 interpreting information
3 planning and carrying out productive work practices
4 working with others or as an individual

Key words

Communication; Colleagues; Customer; Procedures; Records; Relationships; Zero/low carbons
Performance Criteria

You must be able to:

1. communicate with others
2. follow organisational procedures to plan the sequence of work in order to conform to productive work practices and maintain records
3. maintain good work relationships

Scope/range related to Performance Criteria

1. communicate with line management, colleagues or customers to ensure work is carried out productively
2. respect the needs of others when communicating
3. interpret procedures and use resources to plan the sequence of work, so that it is completed productively
4. complete documentation as required by the organisation
5. work productively with line management, colleagues, customers or other people
6. apply the principles of equality and diversity
UNIT VR642 (FW0J 04) Conform to Productive Work Practices

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Communicate with others
K1 how to use methods of communication with other workplace personnel and customers
K2 how to communicate to ensure work is productive

Performance Criteria 2
Follow procedures
K3 how organisational procedures are applied to plan and carry out productive work
K4 how to maintain documentation in accordance with organisational procedures
K5 how to contribute to zero/low carbon outcomes in the built environment

Performance Criteria 3
Work relationships
K6 how to maintain good work relationships
K7 how to apply the principles of equality and diversity

Scope/range relating to Knowledge and Understanding

Communication
1 listening, written, oral, visual and electronic

Documentation
2 job cards, worksheets, material/resources lists and time sheets

Procedures
3 use of resources for own and other’s work requirements
4 allocation of appropriate work to employees
5 organisation of work sequence
6 reduction of carbon emissions

Relationships
7 individuals, workplace groups (customer and operative, operative and line management, own occupation and allied occupations)
8 show consideration for the needs of individuals by applying the principles of equality and diversity
UNIT VR642 (FW0J 04) **Conform to Productive Work Practices**

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UNIT VR642 (FW0J 04)  Conform to Productive Work Practices

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate  _______________________________  Date  _______________________________

Assessor  _______________________________  Date  _______________________________

Internal Verifier  _______________________________  Date  _______________________________
UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

Unit Summary

This standard is about:

1  interpreting information
2  adopting safe and healthy working practices
3  selecting aids or equipment to move, handle or store occupational resources
4  moving, handling and storing occupational resources to maintain useful condition

Key words

Storage; Handling; Kinetic lifting, Lifting aids
UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

**Performance Criteria**

You must be able to:

1. comply with the given information to move, handle or store resources
2. comply with the given relevant legislation and official guidance to move, handle or store occupational resources and maintain safe work practices
3. select the required quantity and quality of resources for the method of moving, handling or storing occupational resources
4. prevent damage to the occupational resources and surrounding environment
5. comply with the given occupational resource information to carry out the work efficiently to the required guidance
6. complete the work within the allocated time, in accordance with the programme of work

**Scope/range related to Performance Criteria**

1. interpret given information to move, handle or store occupational resources, and use and store lifting aids and equipment
2. avoidance of risk by complying with the given information relating to at least two of the following
   - 2.1 methods of work
   - 2.2 safe use of health and safety control equipment
   - 2.3 safe use of lifting aids
   - 2.4 protection of the environment
3. selection of resources associated with moving, handling or storing
   - 3.1 lifting and handling aids
   - 3.2 container(s)
   - 3.3 fixing, holding and securing systems
4. protect the occupational resources and their surrounding area from damage
5. dispose of waste and packaging in accordance with legislation
6. maintain a clean work space
7. work skills to move, position, store, secure and/or use lifting aids and kinetic lifting techniques
8. move, handle or store occupational resources to meet product information and organisational requirements relating to at least three of the following
   - 8.1 sheet material
   - 8.2 loose material
   - 8.3 bagged or wrapped material
   - 8.4 fragile material
   - 8.5 tools and equipment
   - 8.6 components
   - 8.7 liquids
9. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or customer
UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed
K4 how to obtain information to use and store lifting aids and equipment

Performance Criteria 2
Safe work practices
K5 the level of understanding operatives must have of information for relevant current legislation and official guidance and how it is applied
K6 the types of fire extinguishers and how and when they are used
K7 how emergencies should be responded to and who should respond
K8 the organisational security procedures for tools, equipment and personal belongings
K9 what the accident reporting procedures are and who is responsible for making the report
K10 why, when and how health and safety control equipment should be used

Knowledge and Understanding (cont)

Performance Criteria 3
Selection of resources
K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
K12 how the resources should be handled and how any problems associated with the resources are reported
K13 the organisational procedures to select resources, why they have been developed and how they are used
K14 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4
Prevent damage
K15 how to protect work from damage and the purpose of protection
K16 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5
Comply with occupational resource information
K17 how methods of work, to meet the specification, are carried out and problems reported

Performance Criteria 6
Allocated time
K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

Scope/range relating to Knowledge and Understanding

Disposal of waste
1  environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with:
   2.1  fires, spillages, injuries etc
   2.2  emergencies relating to occupational activities

Fire extinguishers
3  water, CO₂, foam, powder and their uses

Hazards
4  those identified by method of work, manufacturers’ technical information, statutory regulations and official guidance

Health and safety control equipment
5  identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   5.1  collective protective measures
   5.2  personal protective equipment (PPE)
   5.3  respiratory protective equipment (RPE)
   5.4  local exhaust ventilation (LEV)

Scope/range relating to Knowledge and Understanding (cont)

Information
6  technical, product and regulatory: oral, written, graphical presentation

Legislation and official guidance
7  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movements/storage of materials and by manual handling and mechanical lifting

Methods of work
8  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used for moving, handling and storing occupational resources

Problems
9  needs of other occupations associated with the resources

Programme
10  those arising from information, resources and methods of work
   10.1  own authority to rectify
   10.2  organisational reporting procedures

11  types of progress charts, timetables and estimated times
12  organisational procedures for reporting circumstances which will affect the work programme
UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

Scope/range relating to Knowledge and Understanding (cont)

Protect work
13 against damage from general workplace activities, other occupations and adverse weather conditions

Resources
14 types, quantity, quality, sizes and sustainability of standard and/or specialist:
   14.1 occupational resources
   14.2 lifting and handling aids
   14.3 containers
   14.4 fixing, holding and securing systems

Security procedures
15 site, workplace, company and operative
### UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

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UNIT VR643 (FN2V 04)  Move, Handle or Store Resources

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UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment to provide ground support
4. preparing and installing, or contributing to the installation of, bored and/or driven piles and/or specialist works

Key words

Sheet piling; Driven piling; Rotary bored Kelly bar piling; Driven cast-in-situ piling; Sectional auger piling (mini piling); Continuous flight auger piling; Displacement flight auger; Slurry walling; Tripod piling; Vibro piling; Diaphragm walling
UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Performance Criteria

You must be able to:

1. interpret the given information relating to the work and resources to confirm its relevance
2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
3. select the required quantity and quality of resources for the methods of work
4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
5. comply with the given contract information to carry out the work efficiently to the required specification
6. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, instructions, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
2. avoidance of risk by following the given information relating to the following
   2.1 methods of work
   2.2 safe use of health and safety control equipment
   2.3 safe use and storage of materials, tools and equipment
3. safe use of fire extinguishers, as appropriate to the fire
4. selection of resources associated with own work
   4.1 materials, components and fixings
   4.2 tools and equipment
5. protection of the work and its surrounding area from damage
6. minimise damage and maintain a clean work space
7. disposal of waste in accordance with legislation
8. demonstration of work skills to measure, communicate, prepare, position, fit, secure, remove, clean and maintain
9. use and maintain hand tools, machinery and ancillary equipment
10. install, or contribute to the installation of, bored and/or driven piles and/or specialist works to given working instructions, using one or more of the following methods
   10.1 sheet piling
   10.2 driven piling
   10.3 rotary bored kelly bar piling
   10.4 driven cast-in-situ piling
   10.5 sectional auger piling (mini piling)
   10.6 continuous flight auger piling
   10.7 displacement flight auger
   10.8 slurry walling
   10.9 tripod piling
   10.10 vibro piling
   10.11 diaphragm walling
10. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Safe work practices
K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
K5 the types of fire extinguishers and how and when they are used
K6 how emergencies should be responded to and who should respond
K7 the organisational security procedures for tools, equipment and personal belongings
K8 what the accident reporting procedures are and who is responsible for making the report
K9 why, when and how health and safety control equipment should be used

Knowledge and Understanding (cont)

Performance Criteria 3
Selection of resources
K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
K11 how the resources should be used and how any problems associated with the resources are reported
K12 the organisational procedures to select resources, why they have been developed and how they are used
K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4
Minimise the risk of damage
K14 how to protect work from damage and the purpose of protection
K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5
Meet the contract specification
K16 how methods of work, to meet the specification, are carried out and problems reported
K17 how maintenance of tools and equipment is carried out

Performance Criteria 6
Allocated time
K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Scope/range relating to Knowledge and Understanding

Disposal of waste
1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1 fires, spillages, injuries
   2.2 emergencies relating to piling and other occupational activities

Fire extinguishers
3 water, CO₂, foam, powder and their uses

Hazards
4 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance

Health and safety control equipment
5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   5.1 collective protective measures
   5.2 personal protective equipment (PPE)
   5.3 respiratory protective equipment (RPE)
   5.4 local exhaust ventilation (LEV)

Information
6 drawings, instructions, specifications, schedules, method statements, risk assessments, manufacturers’ information, tool-box talks, daily briefings, certificates and permits

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance
7 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
8 operative care of hand tools, machinery and ancillary equipment

Methods of work
9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   9.1 install, or contribute to the installation of, piles using one of the following methods: sheet piling; driven piling; rotary bored kelly bar piling; driven cast-in-situ piling; sectional auger piling (mini piling); continuous flight auger piling; displacement flight auger piling; slurry walling; tripod piling; vibro piling; diaphragm walling
   9.2 use hand tools, machinery and ancillary equipment

Problems
10 team work and communication
11 needs of other occupations associated with piling operations
12 those arising from information, resources and methods of work
   12.1 own authority to rectify
   12.2 organisational reporting procedures
UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Scope/range relating to Knowledge and Understanding (cont)

Programme
13  types of progress charts, timetables and estimated times
14  organisational procedures for reporting circumstances which will affect the work programme

Protect work
15  protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16  materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
   16.1 plant
   16.2 hand and/or powered tools, machinery and ancillary equipment

Security procedures
17  site, workplace, company and operative
UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

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UNIT VR235 (H1PB 04)  Contribute to the Piling Operation

Notes/Comments

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UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

Unit Summary

This standard is about:

1 interpreting information
2 adopting safe and healthy working practices
3 selecting materials, components and equipment
4 preparing for and slinging and signalling the movement of loads

Key words

Radio communication; Lifting equipment
UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. select plant or machinery resources for the methods of work and operations to be carried out
5. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
6. comply with the given contract information to carry out the work efficiently to the required specification
7. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, specifications, schedules, method statements and manufacturers' information related to the plant or machinery operations and the work to be carried out
2. organisation of own work
3. communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out
4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of tools and equipment
6. selection of resources associated with own work
   6.1 attachments, slinging equipment, lifting aids, hand tools and ancillary equipment
   6.2 signalling and communication equipment
7. protection of the work and its surrounding area from damage
8. minimise damage and maintain a clean work space
9. disposal of waste in accordance with legislation
10. demonstration of work skills to measure, gauge, estimate, fit, fix, test, balance, interpret, judge, explain, prepare, indicate, inform, instruct, sign, position, adjust, configure, move, secure, signal and relay
11. use and maintain hand tools, ancillary equipment, slinging equipment and signalling and communication equipment
12. slinging and signalling for the lifting and movement of loads by plant or machinery operations to given working instructions
13. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR402 (F00Y 04) Slinging and Signalling the Movement of Loads

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Organise with others
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

Performance Criteria 3
Safe work practices
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond

Knowledge and Understanding (cont)

K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

Performance Criteria 4
Selection of resources
K12 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K13 how the resources should be used and how any problems associated with the resources are reported
K14 the organisational procedures to select resources, why they have been developed and how they are used
K15 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 5
Minimise the risk of damage
K16 how to protect work from damage and the purpose of protection
K17 why disposal of waste should be carried out safely and how it is achieved
UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

Knowledge and Understanding (cont)

Performance Criteria 6
Meet the contract specification
K18  how methods of work, to meet the specification, are carried out and problems reported
K19  how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 7
Allocated time
K20  what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Scope/range relating to Knowledge and Understanding

Communication
1  discussions, sketches, briefings, signalling and radio communication

Disposal of waste
2  environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies
3  operative's response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1  fires, spillages, injuries
   3.2  emergencies relating to occupational activities

Hazards
4  those identified by method of work, risk/COSHH assessments, manufacturers' technical information statutory regulations and official guidance

Information
5  drawings, specifications, schedules, method statements, manufacturers' information, approved procedures and Codes of Practice

Legislation, Approved Codes of Practice and official guidance
6  this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

Scope/range relating to Knowledge and Understanding (cont)

Maintenance
7 operative care of hand tools, ancillary equipment, slinging equipment and signalling and communication equipment

Methods of work
8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   8.1 confirm method of communication
   8.2 determine method of slinging
   8.3 select and use suitable slinging equipment and lifting accessories
   8.4 sling loads securely and balance with correct weight distribution
   8.5 signal and communicate following recognised/agreed operational procedures
   8.6 position loads safely and securely
   8.7 remove and store lifting accessories
   8.8 use hand tools and ancillary equipment
9 team work and communication
10 needs of other occupations associated with slinging and signalling the movement of loads

Personal protective equipment (PPE)
11 occupational use, types, purpose of each type and work situations

Problems
12 those arising from information, resources and methods of work
   12.1 own authority to rectify
   12.2 organisational reporting procedures

Scope/range relating to Knowledge and Understanding (cont)

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   16.1 lifting accessories
   16.2 signalling and communication equipment
   16.3 hand tools and ancillary equipment
17 methods of calculating weight, bearing pressure, quantity, length and area associated with the method/procedure for slinging and signalling the movement of loads

Security procedures
18 site, workplace, company and operative

Skills
19 own occupation and occupations related to the work
UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

| No | Description of Evidence | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
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UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

| No | Description of Evidence | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 |
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UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

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UNIT VR402 (F00Y 04)  Slinging and Signalling the Movement of Loads

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UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. carrying out operator maintenance tasks on plant or machinery

Key words

Replenish-fuels; Lubricants; Fluids; Coolants
UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

Performance Criteria

You must be able to:

1. work safely at all times, complying with health and safety and other relevant regulations and guidelines
2. follow the relevant maintenance schedules to carry out the required work
3. carry out maintenance activities within the limits of your personal authority
4. carry out the maintenance activities in the specified sequence and in an agreed timescale
5. report any instances where the maintenance activities cannot be fully met or where there are identified defects outside the planned schedule
6. complete relevant maintenance records accurately and pass them on to the appropriate person
7. dispose of waste materials in accordance with safe working practices and approved procedures

Scope/range related to Performance Criteria

1. follow current legislation, approved Codes of Practice and organisational procedures
2. avoid hazards by following given health and safety information, including the use of personal protective equipment (PPE)
3. use, store and secure tools and equipment when not in use
4. interpretation of schedules, specifications, manufacturers’ information and organisational procedures related to the maintenance work to be carried out
5. level and extent of responsibility extends to carrying out operator maintenance tasks as directed by your employer and/or supervisor/authorised person
6. demonstration of work skills to replenish, replace, apply, lubricate, clean, secure
7. use and maintain hand tools and ancillary equipment
8. carry out operator maintenance tasks on standard or specialised plant or machinery to given working instructions which could include equipment that
   8.1 lifts and/or transfers
   8.2 extracts and/or excavates
   8.3 constructs and/or forms
   8.4 receives and/or transports
   8.5 accesses
   8.6 lays and/or compacts
   8.7 demolishes and/or processes
9. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
10. work completed to the required quality standards and accuracy in accordance with manufacturer’s requirements and organisational procedures
11. problems and defects that are beyond your area of responsibility are reported
12. record and report maintenance tasks in accordance with manufacturer’s requirements and organisational procedures
13. protection of the work and its surrounding area from damage
14. minimise damage and maintain a clean work space
15. waste disposal procedures in accordance with legislation
Knowledge and Understanding

You need to know and understand:

Performance Criteria 1

Work safely

K1 the level of knowledge operatives must have of information for relevant, current health and safety legislation, regulations and safe work practices and procedures including documents with special legal status and official guidance

K2 how safe work practices and procedures are applied, including how you are expected to respond to hazards and emergencies

K3 organisational procedures including the security of tools, equipment and personal belongings

K4 what the accident reporting procedures are and who is responsible for making the report

K5 the application of given risk and COSHH assessments for hazards and how this encourages safe work practices. Why and when personal protective equipment (PPE) should be used

K6 how to protect others

Knowledge and Understanding (cont)

Performance Criteria 2

Follow schedules

K7 the types of maintenance schedules and related specifications that will provide you with information, their source and how they are interpreted including

K7.1 the organisational procedures used to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K7.2 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 3

Maintenance activities

K8 how maintenance methods and procedures will meet the specification including equipment operating and care and control procedures

K9 the level and extent of your responsibility

K10 Maintenance authorisation procedures or the level of authority you have as directed by your employer, supervisor/authorised person and/or client

K11 how to follow maintenance authorisation procedures and how problems are reported

K12 how maintenance of tools and equipment is carried out
UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

Knowledge and Understanding (cont)

Performance Criteria 4

Timescale

K13 the hazards associated with the resources and maintenance methods and procedures and how they are overcome
K14 what the sequence is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
K15 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
K16 the organisational procedures to select resources and how they are used

Performance Criteria 5

Reporting

K17 how maintenance methods and procedures will meet the specification and how problems are reported
K18 how any problems associated with the resources that may affect the quality standards and accuracy are reported
K19 how to complete maintenance records by following documentation procedures

Knowledge and Understanding (cont)

Performance Criteria 6

Records

K20 how maintenance records and documentation procedures are to be followed to complete records and reports of maintenance tasks in accordance with manufacturer’s requirements and organisational procedures
K21 what the reporting lines and procedures are within the organisation

Performance Criteria 7

Dispose of waste

K22 what the waste disposal procedures are and how to ensure disposal of waste is carried out safely
K23 why waste disposal should be carried out safely and how it is achieved
UNIT VR299 (H1PL 04)  
Plant or Machinery Operator Maintenance

Scope/range relating to Knowledge and Understanding

Emergencies
1  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   1.1  fires, spillages, injuries
   1.2  emergencies relating to occupational activities

Equipment operating and care and control procedures
2  manufacturer and organisational procedures to be followed when completing functional checks

Hazards
3  those identified by maintenance methods and procedures, manufacturers’ technical information, statutory regulations and official guidance

Health and safety legislation, regulations and safe work practices and procedures
4  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools, plant or machinery and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
5  operative care of hand tools and/or portable power tools and ancillary equipment

Scope/range relating to Knowledge and Understanding (cont)

Maintenance authorisation procedures
6  direction from employer and/or supervisor in accordance with manufacturer’s specifications, maintenance authorisation procedures and organisational procedures

Maintenance methods and procedures
7  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   7.1  clean and prepare areas and components for maintenance
   7.2  replenish fuels, lubricants, fluids and coolants
   7.3  replace parts
   7.4  recycle components
   7.5  fit fastening systems, pins, bolts, nuts, washers and consumable items
   7.6  complete functional checks in accordance with equipment operating and care and control procedures
   7.7  complete reports and records
   7.8  use hand tools and ancillary equipment

8  team work and communication

9  needs of other occupations associated with operator maintenance tasks on plant or machinery

Maintenance records and documentation procedures
10  completed and maintained using appropriate media

Maintenance schedules and related specifications
11  specifications, schedules, manufacturer’s information, organisational procedures
UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

Scope/range relating to Knowledge and Understanding (cont)

Organisational procedures
12  for safety, quality standards, accuracy, obtaining resources, 
    recording, reporting and security applicable to site, workplace, 
    company and operative

Personal protective equipment
13  occupational use, types, purpose of each type and 
    maintenance tasks

Problems
14  problems outside the operators level of authority are reported 
    in accordance with organisational procedures

Reporting lines and procedures
15  where maintenance activities cannot be fully met or where 
    there are identified defects outside the planned schedule and 
    arising from information, resources and maintenance methods 
    and procedures
    15.1 own authority to rectify
    15.2 organisational reporting procedures

Resources
16  how resources should be used to meet the quality standards 
    and accuracy to be achieved
17  materials, components and equipment relating to types, 
    quantity, quality and sizes of standard and/or specialist 
    17.1 items of plant or machinery
    17.2 consumables
    17.3 hand and/or powered tools and equipment
18  methods of calculating quantity and/or length and/or area 
    and/or wastage associated with the method/procedure to 
    complete operator maintenance tasks

Scope/range relating to Knowledge and Understanding (cont)

Sequence
19  types of schedule, specification and estimated times
20  organisational procedures for reporting circumstances which 
    will affect the work sequence

Waste disposal procedures
21  environmental responsibilities, organisational procedures, 
    manufacturers’ information, statutory regulations and official 
    guidance
UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

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UNIT VR299 (H1PL 04)  Plant or Machinery Operator Maintenance

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UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Unit Summary

This standard is about:

5 interpreting information
6 adopting safe and healthy working practices
7 selecting and/or using materials, components and equipment for plant or machinery operations
8 operating and shutting down plant or machinery for construction and formation work

Key words

Graders; Piling-rigs; Drilling-rigs; Dozers; Tunnelling plant
UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. request resources to sustain plant or machinery operations to complete the programme of work
5. select plant or machinery resources for the methods of work and operations to be carried out
6. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7. comply with the given contract information to carry out the work efficiently to the required specification
8. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the plant or machinery operations and the work to be carried out
2. organisation of own work
3. communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out
4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of plant or machinery, tools and equipment
6. follow organisational procedures for the requisition of consumables, materials and other resources
7. selection of resources associated with own work
   - 7.1 tools and ancillary equipment and/or accessories
8. protection of the work and its surrounding area from damage
9. minimise damage and maintain a clean work space
10. disposal of waste in accordance with legislation
11. demonstration of work skills to check, adjust, communicate, manoeuvre, position, construct and form
12. use and maintain hand tools, ancillary equipment and/or accessories
13. operate plant or machinery to construct and form to given working instructions relating to one of the following categories of plant or machinery
   - 13.1 graders
   - 13.2 piling/drilling rigs
   - 13.3 dozers
   - 13.4 tunnelling plant and equipment
14. shut down and secure plant or machinery
15. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR390 (H1RB 04) Operate Plant or Machinery to Construct and Form

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Organise with others
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

Knowledge and Understanding (cont)

Performance Criteria 3
Safe work practices
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond
K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

Performance Criteria 4
Request resources
K12 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5
Selection of resources
K13 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14 how the resources should be used and how any problems associated with the resources are reported
K15 the organisational procedures to select resources, why they have been developed and how they are used
K16 the hazards associated with the resources and methods of work and how they are overcome
UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Knowledge and Understanding (cont)

Performance Criteria 6
Minimise the risk of damage
K17  how to protect work from damage and the purpose of protection
K18  why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7
Meet the contract specification
K19  how methods of work, to meet the specification, are carried out and problems reported
K20  how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21  what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Scope/range relating to Knowledge and Understanding

Communication
1 discussions, sketches and briefings

Disposal of waste
2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1 fires, spillages, injuries
   3.2 emergencies relating to occupational activities

Hazards
4 those identified by method of work, risk/COSH assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5 drawings, specifications, schedules, method statements, manufacturers’ information and regulations governing the operation of plant or machinery for construction and formation

Scope/range relating to Knowledge and Understanding (cont)

Legislation, Approved Codes of Practice and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
7 operative care of plant or machinery, hand tools, ancillary equipment and/or accessories

Methods of work
8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to:
   8.1 identify the characteristics of the plant and machinery appropriate to the construction and formation operation
   8.2 carry out performance checks for the construction and formation operation
   8.3 identify the area for the construction and formation work
   8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
   8.5 check to avoid damage to structures and utilities service apparatus
   8.6 complete construction and formation work
   8.7 shut down and secure plant or machinery
   8.8 use hand tools, ancillary equipment and accessories
UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Scope/range relating to Knowledge and Understanding (cont)

Methods of work (cont)
9  team work and communication
10  needs of other occupations associated with operating plant or machinery for construction and formation work

Personal protective equipment (PPE)
11  occupational use, types, purpose of each type and work situations

Problems
12  those arising from information, resources and methods of work
   12.1  own authority to rectify
   12.2  organisational reporting procedures

Programme
13  types of progress charts, timetables and estimated times
14  organisational procedures for reporting circumstances which will affect the work programme

Protect work
15  protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16  materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   16.1  consumables, lubricants, fuels
   16.2  attachments and aids for construction and formation work
   16.3  hand tools, ancillary equipment and/or accessories

Scope/range relating to Knowledge and Understanding (cont)

Resources (cont)
17  methods of calculating weight, quantity, length and area associated with the method/procedure to operate plant or machinery to carry out construction and formation work

Security procedures
18  site, workplace, company and operative

Skills
19  own occupation and occupations related to the work
UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

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UNIT VR390 (H1RB 04)  Operate Plant or Machinery to Construct and Form

Notes/Comments

_The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met._

Candidate  ___________________________  Date  ___________________________
Assessor  ___________________________  Date  ___________________________
Internal Verifier  ___________________________  Date  ___________________________
UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting and/or using materials, components and equipment
4. setting up, operating and shutting down plant or machinery for lifting and transferring loads

Key words

Lift-trucks; Cranes; Knuckle boom cranes; Excavator cranes; Crawler tractor/side booms; Skip handlers; Hoists; Container-handlers; Self-propelled motorised trailer
UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. request resources to sustain plant or machinery operations to complete the programme of work
5. select plant or machinery resources for the methods of work and operations to be carried out
6. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7. comply with the given contract information to carry out the work efficiently to the required specification
8. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the plant or machinery operations and the work to be carried out
2. organisation of own work
3. communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Scope/range related to Performance Criteria (cont)

4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of plant, machinery and tools
6. follow organisational procedures for the requisition of consumables, materials and other resources
7. selection of resources associated with own work
8. protection of the work and its surrounding area from damage
9. minimise damage and maintain a clean work space
10. disposal of waste in accordance with legislation
11. demonstration of work skills to check, adjust, communicate, operate, manoeuvre, position, lift, transfer and set down
12. use and maintain hand tools, ancillary equipment and/or accessories
13. operate plant or machinery to lift and transfer loads to given working instructions relating to one of the following categories of plant or machinery
   13.1 lift trucks
   13.2 cranes
   13.3 knuckle boom cranes
   13.4 excavator cranes
   13.5 crawler tractor/side booms
   13.6 skip handlers
   13.7 hoists
   13.8 container handlers
   13.9 self-propelled motorised trailer
14. shut down and secure plant or machinery
15. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR387 (FW1V 04) Operate Plant or Machinery to Lift and Transfer Loads

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Organise with others
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

Performance Criteria 3
Safe work practices
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond
K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings

Knowledge and Understanding (cont)

Performance Criteria 3 (cont)
Safe work practices (cont)
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

Performance Criteria 4
Request resources
K12 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5
Selection of resources
K13 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14 how the resources should be used and how any problems associated with the resources are reported
K15 the organisational procedures to select resources, why they have been developed and how they are used
K16 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6
Minimise the risk of danger
K17 how to protect work from damage and the purpose of protection
K18 why disposal of waste should be carried out safely and how it is achieved
UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

Knowledge and Understanding (cont)

Performance Criteria 7
Meet the contract specification
K19  how methods of work, to meet the specification, are carried out and problems reported
K20  how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21  what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

Scope/range relating to Knowledge and Understanding

Communication
1  discussions, sketches and briefings

Disposal of waste
2  environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1  fires, spillages, injuries
   3.2  emergencies relating to occupational activities

Hazards
4  those identified by method of work, risk/COSH/assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5  drawings, specifications, schedules, method statements, manufacturers’ information and regulations governing the operation of plant or machinery to lift and transfer loads

Legislation, Approved Codes of Practice and official guidance
6  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Scope/range relating to Knowledge and Understanding (cont)

Maintenance
7  operative care of plant or machinery, hand tools, ancillary equipment and/or accessories

Methods of work
8  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   8.1  identify the characteristics of the plant or machinery appropriate for the lifting operation
   8.2  carry out performance checks for lifting and transferring loads
   8.3  carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
   8.4  identify characteristics, type, weight, position of loads for lifting and transferring
   8.5  secure and balance loads for lifting
   8.6  lift, remove and transfer loads
   8.7  position, place and set down loads
   8.8  confirm loads stability and security and release
   8.9  shut down and secure plant or machinery
   8.10 use hand tools, ancillary equipment and accessories

Personal protective equipment (PPE)
9  team work and communication
10 needs of other occupations associated with operating plant or machinery for lifting and transferring loads

11 occupational use, types, purpose of each type and work situations
UNIT VR387 (FW1V 04) Operate Plant or Machinery to Lift and Transfer Loads

Scope/range relating to Knowledge and Understanding (cont)

Problems
12 those arising from information, resources and methods of work
  12.1 own authority to rectify
  12.2 organisational reporting procedures

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work on the programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
  16.1 consumables, lubricants and fuels
  16.2 attachments and lifting aids
  16.3 hand tools, ancillary equipment and/or accessories
17 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant or machinery for lifting and transferring loads

Security procedures
18 site, workplace, company and operative

Skills
19 own occupation and occupations related to the work
### UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

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UNIT VR387 (FW1V 04)  Operate Plant or Machinery to Lift and Transfer Loads

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate  ___________________________  Date  ___________________________
Assessor  ___________________________  Date  ___________________________
Internal Verifier  ___________________________  Date  ___________________________
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting and/or using materials, components and equipment for plant or machinery operations
4. setting up, operating and shutting down plant or machinery for carrying out excavation work

Key words

Excavators; Trenchers; Dozers
UNIT VR389 (FW1P 04) Operate Plant or Machinery to Excavate

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. request resources to sustain plant or machinery operations to complete the programme of work
5. select plant or machinery resources for the methods of work and operations to be carried out
6. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7. comply with the given contract information to carry out the work efficiently to the required specification
8. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

Performance Criteria 1
1. interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2
2. organisation of own work
3. communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3
4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of plant or machinery, tools and equipment

Performance Criteria 4
6. follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5
7. selection of resources associated with own work
   7.1 attachments, tools and ancillary equipment

Performance Criteria 6
8. protection of the work and its surrounding area from damage
9. minimise damage and maintain a clean work space
10. disposal of waste in accordance with legislation
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

Scope/range related to Performance Criteria (cont)

Performance Criteria 7
11 demonstration of work skills to check, check, adjust, communicate, operate, manoeuvre, position, excavate, measure and remove
12 use and maintain hand tools, ancillary equipment and/or accessories
13 operate plant or machinery to excavate ground and loose materials to given working instructions relating to one of the following categories of plant or machinery
  13.1 excavators
  13.2 trenchers
  13.3 dozers
14 shut down and secure plant or machinery

Performance Criteria 8
15 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR389 (FWP 04)  Operate Plant or Machinery to Excavate

Knowledge and Understanding

You need to know and understand:

**Performance Criteria 1**
**Interpretation of information**
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

**Performance Criteria 2**
**Organise with others**
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

**Performance Criteria 3**
**Safe work practices**
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond

Knowledge and Understanding (cont)

K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

**Performance Criteria 4**
**Request resources**
K12 the organisational procedures for requisitioning consumables and other resources

**Performance Criteria 5**
**Selection of resources**
K13 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14 how the resources should be used and how any problems associated with the resources are reported
K15 the organisational procedures to select resources, why they have been developed and how they are used
K16 the hazards associated with the resources and methods of work and how they are overcome
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

Knowledge and Understanding (cont)

Performance Criteria 6
Minimise the risk of damage
K17 how to protect work from damage and the purpose of protection
K18 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7
Meet the contract specification
K19 how methods of work, to meet the specification, are carried out and problems reported
K20 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

Scope/range relating to Knowledge and Understanding

Communication
1  discussions, sketches and briefings

Disposal of waste
2  environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1  fires, spillages, injuries
   3.2  emergencies relating to occupational activities

Hazards
4  those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5  drawings, specifications, schedules, method statements, manufacturers’ information and regulations governing the operation of plant or machinery for excavation work

Legislation, Approved Codes of Practice and official guidance
6  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Scope/range relating to Knowledge and Understanding (cont)

Maintenance
7  operative care of plant or machinery, hand tools, ancillary equipment and/or accessories

Methods of work
8  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   8.1  identify the characteristics of the plant and machinery appropriate to the excavating operation
   8.2  carry out performance checks for excavation work
   8.3  identify the area to be excavated
   8.4  carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
   8.5  check to avoid damage to structures and utilities service apparatus
   8.6  excavate accurately to line and level
   8.7  use equipment to gauge and measure
   8.8  excavate materials safely and securely
   8.9  shut down and secure plant or machinery
   8.10 use hand tools, ancillary equipment and accessories

9  team work and communication

10  needs of other occupations associated with operating plant or machinery to excavate ground and loose materials

Personal protective equipment (PPE)
11  occupational use, types, purpose of each type and work situations
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

Scope/range relating to Knowledge and Understanding (cont)

Problems
12 those arising from information, resources and methods of work
   12.1 own authority to rectify
   12.2 organisational reporting procedures

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   16.1 consumables, lubricants, fuels
   16.2 attachments and excavation aids
   16.3 hand tools, ancillary equipment and/or accessories
17 methods of calculating weight, quantity, length and area associated with the method/procedure to operate plant or machinery to excavate ground and loose materials

Security procedures
18 site, workplace, company and operative

Skills
19 own occupation and occupations related to the work
UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

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Candidate Guidance and Portfolio for the SVQ2 Piling Operations (Construction) SCQF level 5

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UNIT VR389 (FW1P 04)  Operate Plant or Machinery to Excavate

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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

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UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

Unit Summary

This standard is about:

1 interpreting information
2 adopting safe and healthy working practices
3 selecting and/or using materials, components and equipment for plant or machinery operations
4 setting up, operating and shutting down plant or machinery to receive and transport bulk material loads

Key words

Concrete-pumps; Forward tipping dumpers; Agricultural tractors; Tunnelling plant; Dump-trucks; Bowsers
UNIT VR391 (FW1X 04)  
Operate Plant or Machinery to Receive and Transport Loads

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. request resources to sustain plant or machinery operations to complete the programme of work
5. select plant or machinery resources for the methods of work and operations to be carried out
6. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7. comply with the given contract information to carry out the work efficiently to the required specification
8. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the plant or machinery operations and the work to be carried out
2. organisation of own work
3. communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Scope/range related to Performance Criteria (cont)

4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of plant or machinery, tools and equipment
6. follow organisational procedures for the requisition of consumables, materials and other resources
7. selection of resources associated with own work
8. protection of the work and its surrounding area from damage
9. minimise damage and maintain a clean work space
10. disposal of waste in accordance with legislation
11. demonstration of work skills to check, adjust, communicate, manoeuvre, position, receive, transport and deposit
12. use and maintain hand tools, ancillary equipment and/or accessories.
13. operate plant or machinery to receive and transport bulk material loads to given working instructions, relating to one of the following categories of plant or machinery
   13.1 concrete pumps
   13.2 forward tipping dumpers
   13.3 agricultural tractors complete with towed equipment
   13.4 tunnelling plant and equipment
   13.5 dump trucks
   13.6 bowser
14. shut down and secure plant or machinery
15. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Organise with others
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

Performance Criteria 3
Safe work practices
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond
K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings

Knowledge and Understanding (cont)

K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

Performance Criteria 4
Request resources
K12 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5
Selection of resources
K13 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14 how the resources should be used and how any problems associated with the resources are reported
K15 the organisational procedures to select resources, why they have been developed and how they are used
K16 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6
Minimise the risk of damage
K17 how to protect work from damage and the purpose of protection
K18 why disposal of waste should be carried out safely and how it is achieved
UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

Knowledge and Understanding (cont)

Performance Criteria 7
Meet the contract specification
K19 how methods of work, to meet the specification, are carried out and problems reported
K20 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Scope/Range relating to Knowledge and Understanding (cont)

Communication
1 discussions, sketches and briefings

Disposal of waste
2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1 fires, spillages, injuries
   3.2 emergencies relating to occupational activities

Hazards
4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5 drawings, specifications, schedules, method statements, manufacturers’ information and regulations governing the operation of plant or machinery to receive and transport loads

Legislation, Approved Codes of Practice and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

Scope/range relating to Knowledge and Understanding (cont)

Maintenance
7 operative care of plant or machinery, hand tools and ancillary equipment

Methods of work
8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
8.1 identify the characteristics of the plant and machinery appropriate for the receipt and transportation operation
8.2 carry out performance checks to receive and transport loads
8.3 identify characteristics, type and volume of loads to receive and transport
8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
8.5 receive, secure and balance loads for transport
8.6 transport and deposit loads
8.7 shut down and secure plant or machinery
8.8 use hand tools, ancillary equipment and accessories
9 team work and communication
10 needs of other occupations associated with operating plant or machinery for receiving and transporting bulk material loads

Personal protective equipment (PPE)
11 occupational use, types, purpose of each type and work situations

Scope/range relating to Knowledge and Understanding (cont)

Problems
12 those arising from information, resources and methods of work
12.1 own authority to rectify
12.2 organisational reporting procedures

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist:
16.1 consumables, lubricants, fuels
16.2 attachments and load coverings
16.3 hand tools, ancillary equipment and/or accessories
17 methods of calculating weight, quantity, length and area associated with the method/procedure to operate plant or machinery for receiving and transporting bulk material loads

Security procedures
18 site, workplace, company and operative

Skills
19 own occupation and occupations related to the work
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## UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

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UNIT VR391 (FW1X 04)  Operate Plant or Machinery to Receive and Transport Loads

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UNIT VR404 (H1RE 04)  Erect and Dismantle Plant (Cranes and Rigs)

Unit Summary

This standard is about:

5 interpreting information
6 adopting safe and healthy working practices
7 selecting materials, components, plant, tools and/or ancillary equipment
8 preparing for operator or operator assisted erection and dismantling of mobile cranes and drilling, piling and demolition rigs

Key words

Mobile crane; Mobile tower crane; Drilling rig; Piling rig; Demolition rig
UNIT VR404 (H1RE 04)  Erect and Dismantle Plant (Cranes and Rigs)

Performance Criteria

You must be able to:

1. interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2. organise with others the sequence in which the work is to be carried out
3. comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4. request resources to sustain plant or machinery operations to complete the programme of work
5. select plant or machinery resources for the methods of work and operations to be carried out
6. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7. comply with the given contract information to carry out the work efficiently to the required specification
8. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the work to be carried out
2. organisation of own work
3. communication with team members and other associated occupations about the operation and/or work to be carried out
4. avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5. safe use and storage of plant, tools and equipment
6. follow organisational procedures for the requisition of consumables, materials and other resources
7. selection of resources associated with own work
   7.1 attachments, tools and ancillary equipment
8. protection of the work and its surrounding area from damage
9. minimise damage and maintain a clean work space
10. disposal of waste in accordance with legislation
11. demonstration of work skills to unload, load, site, measure, mark out, lay out, align, fit, position, connect, configure, dismantle, remove, adjust, secure, check and inspect
12. use and maintain hand tools, portable power tools, ancillary equipment and machinery
13. prepare, erect and dismantle plant to given working instructions for one or more of the following
   13.1 mobile crane
   13.2 mobile tower crane
   13.3 drilling rig
   13.4 piling rig
   13.5 demolition rig
14. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR404 (H1RE 04)  Erect and Dismantle Plant (Cranes and Rigs)

Knowledge and Understanding

You need to know and understand:

**Performance Criteria 1**

**Interpretation of information**
K1  the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
K2  the types of **information**, their source and how they are interpreted
K3  the organisational procedures to solve **problems** with the **information** and why it is important they are followed

**Performance Criteria 2**

**Organise with others**
K4  **communication** of ideas between team members
K5  organisation of **resources** in conjunction with the progress of work
K6  the **skills** required to carry out the work

**Performance Criteria 3**

**Safe work practices**
K7  the level of understanding operatives must have of **information** for relevant, current **legislation**, **Approved Codes of Practice and official guidance** and how it is applied
K8  how **emergencies** should be responded to and who should respond
K9  the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings

Knowledge and Understanding (cont)

**Performance Criteria 3 (cont)**

**Safe work practices**
K10  what the accident reporting procedures are and who is responsible for making the report
K11  why, when and how personal protective equipment (PPE) should be used

**Performance Criteria 4**

**Request resources**
K12  the organisational procedures for requisitioning consumables and other resources

**Performance Criteria 5**

**Selection of resources**
K13  the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14  how the resources should be used and how any problems associated with the resources are reported
K15  the organisational procedures to select resources, why they have been developed and how they are used
K16  the hazards associated with the resources and methods of work and how they are overcome

**Performance Criteria 6**

**Minimise the risk of damage**
K17  how to protect work from damage and the purpose of protection
K18  why disposal of waste should be carried out safely and how it is achieved
UNIT VR404 (H1RE 04)  Erect and Dismantle Plant (Cranes and Rigs)

Knowledge and Understanding (cont)

Performance Criteria 7
Meet the contract specifications
K19  how methods of work, to meet the specification, are carried out and problems reported
K20  how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21  what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR404 (H1RE 04) Erect and Dismantle Plant (Cranes and Rigs)

Scope/range relating to Knowledge and Understanding

Communication
1 discussions, sketches and briefings

Disposal of waste
2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   3.1 fires, spillages, injuries
   3.2 emergencies relating to occupational activities

Hazards
4 those identified by risk assessment, method of work, risk/COSHH assessments, manufacturers’ technical information, statutory regulations and official guidance

Information
5 drawings, specifications, schedules, method statements, and manufacturers’ information

Legislation, Approved Codes of Practice and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Scope/range relating to Knowledge and Understanding (cont)

Maintenance
7 operative care of hand tools and/or portable power tools, plant and ancillary equipment

Methods of work
8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   8.1 erect and dismantle one or more of the following: mobile crane, mobile tower crane, drilling rig, piling rig, demolition rig
   8.2 use hand tools, power tools, plant and equipment

9 team work and communication
10 needs of other occupations associated with the erection and dismantling of plant

Personal protective equipment (PPE)
11 occupational use, types, purpose of each type and work situations

Problems
12 those arising from information, resources and methods of work
   12.1 own authority to rectify
   12.2 organisational reporting procedures

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
UNIT VR404 (H1RE 04) Erect and Dismantle Plant (Cranes and Rigs)

Scope/range relating to Knowledge and Understanding (cont)

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   16.1 plant
   16.2 hand and/or powered tools and equipment

17 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to erect and dismantle plant

Security procedures
18 site, workplace, company and operative

Skills
19 own occupations and occupations related to the work
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UNIT VR404 (H1RE 04)  Erect and Dismantle Plant (Cranes and Rigs)

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UNIT VR404 (H1RE 04) Erect and Dismantle Plant (Cranes and Rigs)

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate _______________________________ Date _______________________________
Assessor _______________________________ Date _______________________________
Internal Verifier ________________________ Date _______________________________
UNIT VR214 (F6XN 04)  Allocate and Monitor the Use of Plant, Machinery or Equipment

Unit Summary

This standard is about:

1. confirming and allocating the use of plant, machinery or equipment on the job
2. adopting safe and healthy working practices
3. monitoring the use of plant, machinery or equipment
4. ensuring that plant, machinery or equipment is operated safely and without risk to self and others
5. performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

Key words

Supervisory; Risks; Electronic-equipment; Decision-makers; Monitoring
UNIT VR214 (F6XN 04)  Allocate and Monitor the Use of Plant, Machinery or Equipment

Performance Criteria

You must be able to:

1. confirm the plant, machinery or equipment for the workplace and allocate it to the operations
2. identify and assess health and safety risks and implement working practices and other safeguards to minimise risks
3. inform decision makers where plant, machinery or equipment is unsuitable for use in the workplace
4. provide accurate instructions for the use of plant, machinery or equipment to operators and ensure safe use
5. inform decision makers promptly when plant, machinery or equipment is no longer required

Scope/range related to Performance Criteria

1. record(s) of the allocation of plant, machinery or equipment for the operations
2. record(s) of assessment of health and safety risks and the implementation of safe working practices and other safeguards for the work being carried out
3. checks on authorisation to operate plant, machinery or equipment
4. record(s) of alternatives suggested to decision makers for plant, machinery or equipment that is unsuitable
5. record(s) of instructions for use in current and previous work
6. monitor the plant, machinery or equipment to ensure it is being used or operated safely in accordance with given instructions
7. record(s) of information given to decision makers on finishing with the use of plant, machinery or equipment
UNIT VR214 (F6XN 04) Allocate and Monitor the Use of Plant, Machinery or Equipment

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Allocate plant, machinery or equipment
K1 how to check the plant, machinery or equipment in the workplace and allocate it to the operations for which it is suitable

Performance Criteria 2
Risks to health and safety
K2 how to identify what are health and safety risks
K3 how to implement working practices and other safeguards to minimise risks
K4 how to assess health and safety risks

Performance Criteria 3
Unsuitable plant, machinery or equipment
K5 how to inform decision makers, where plant, machinery or equipment is unsuitable for use in the workplace

Performance Criteria 4
Use of plant, machinery or equipment
K6 how to provide accurate instructions for the use of plant, machinery or equipment to operators
K7 how to monitor safe use of plant, machinery or equipment
K8 how to inform decision makers when a plant operator is unsuitable

Knowledge and Understanding (cont)

Performance Criteria 5
Return of plant, machinery or equipment
K9 how to inform decision makers when plant, machinery or equipment is no longer required
UNIT VR214 (F6XN 04) Allocate and Monitor the Use of Plant, Machinery or Equipment

Scope/range relating to Knowledge and Understanding

Decision makers
1 line management
2 plant, machinery or equipment suppliers
3 plant, machinery or equipment specialists
4 plant and/or ancillary equipment suppliers

Plant, machinery or equipment
5 static
6 mobile
7 hand tools
8 consumables
9 health and safety equipment
10 standard/non-standard
11 electro-mechanical
12 electronic

Risks relating to
13 operators
14 other personnel in the workplace
15 members of the public
16 workplace visitors
17 owners of adjoining property
18 environment

Unsuitable because of failing to meet
19 operational efficiency
20 health and safety
21 competence requirements
22 authorisation
23 reliability
24 usage requirements
UNIT VR214 (F6XN 04)  Allocate and Monitor the Use of Plant, Machinery or Equipment

<p>| No | Description of Evidence | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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UNIT VR214 (F6XN 04)  Allocate and Monitor the Use of Plant, Machinery or Equipment

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UNIT VR233 (H1PA 04) Carry Out Mud, Slurry or Fluid Plant Operations

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. preparing, installing, maintaining and operating mud, slurry or fluid plant for the production of bored or driven holes or tunnels

Key words

Piling; Tunnelling; Drilling; Pumping; Density; Valves
UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

Performance Criteria

You must be able to:

1. interpret the given information relating to the work and resources to confirm its relevance
2. comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
3. select the required quantity and quality of resources for the methods of work
4. comply with organisational procedures to minimise the risk of damage to the work and surrounding area
5. comply with the given contract information to carry out the work efficiently to the required specification
6. complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1. interpretation of drawings, instructions, specifications, schedules, method statements, and manufacturers' information related to the work to be carried out
2. safe use of personal protective equipment (PPE) to carry out the activity, in accordance with legislation and/or organisational requirements
3. safe use and storage of tools and equipment
4. selection of resources associated with own work
   4.1 materials, components and fixings
   4.2 tools, plant and ancillary equipment
5. protection of the work and its surrounding area from damage
6. minimise damage and maintain a clean work space
7. disposal of waste in accordance with legislation
8. demonstration of work skills to prepare, set up, connect, check, maintain, mix, monitor, test, pump, clean, adjust, and record
9. use and maintain hand tools, portable power tools, plant and ancillary equipment
10. install, operate and maintain mud, slurry or fluid plant to given working instructions for one of the following operations
    10.1 piling
    10.2 tunnelling
    10.3 drilling
11. completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information
K1  the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2  the types of information, their source and how they are interpreted
K3  the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices
K4  the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
K5  how emergencies should be responded to and who should respond
K6  the organisational security procedures for tools, equipment and personal belongings
K7  what the accident reporting procedures are and who is responsible for making the report
K8  why and when personal protective equipment (PPE) should be used

Performance Criteria 3

Selection of resources
K9  the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
K10 how the resources should be used and how any problems associated with the resources are reported
K11 the organisational procedures to select resources, why they have been developed and how they are used
K12 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage
K13 how to protect work from damage and the purpose of protection
K14 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification
K15 how methods of work, to meet the specification, are carried out and problems reported
K16 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time
K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

Scope/range relating to Knowledge and Understanding

Disposal of waste
1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1 fires, spillages, injuries

Hazards
3 those identified by method of work, manufacturers’ technical information, statutory regulations and official guidance

Information
4 drawings, instructions, specifications, schedules, method statements and manufacturers’ information

Legislation and official guidance
5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
6 operative care of hand tools and/or portable power tools, plant and ancillary equipment for mud, slurry or fluid operations

Scope/range relating to Knowledge and Understanding (cont)

Methods of work
7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   7.1 prepare the area allocated for the plant and ancillary equipment
   7.2 set up, assemble and check the integrity of plant and ancillary equipment, including the connection of hoses, valves and items of plant for delivery, extraction, recycling and disposal of mud, slurry or fluids
   7.3 mix mud, slurry or fluids in accordance with manufacturer’s recommendations
   7.4 monitor the pumping process and make appropriate adjustments in order to maintain operational efficiency
   7.5 test the viscosity and density of the mud, slurry or fluid
   7.6 complete records of the process
   7.7 use hand tools, power tools, plant and ancillary equipment

8 team work and communication

9 needs of other occupations associated with mud, slurry or fluid plant operations

Personal protective equipment (PPE)
10 occupational use, types, purpose of each type and work situations

Problems
11 those arising from information, resources and methods of work
   11.1 own authority to rectify
   11.2 organisational reporting procedures
UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

Scope/range relating to Knowledge and Understanding (cont)

Programme
12  types of progress charts, timetables and estimated times
13  organisational procedures for reporting circumstances which will affect the work programme

Protect work
14  protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
15  materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   15.1 mud, slurry or fluid plant
   15.2 hand and/or powered tools and equipment
16  methods of calculating quantity, length, area and wastage associated with the method/procedure to pump mud or slurry

Security procedures
17  site, workplace, company and operative
UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

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UNIT VR233 (H1PA 04)  Carry Out Mud, Slurry or Fluid Plant Operations

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate  ________________________________  Date  ________________________________
Assessor  ________________________________  Date  ________________________________
Internal Verifier  ________________________________  Date  ________________________________
UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

Unit Summary

This standard is about:

1  interpreting information
2  adopting safe and healthy working practices
3  selecting and positioning materials, components and ancillary equipment
4  preparing and using a tremie system to place concrete for specialist works

Key words

Concrete placement; Cast in situ piling; Displaced fluids; Diaphragm walling
UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

Performance Criteria

You must be able to:

1 interpret the given information relating to the work and resources to confirm its relevance
2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
3 select the required quantity and quality of resources for the methods of work
4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
5 comply with the given contract information to carry out the work efficiently to the required specification
6 complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1 interpretation of drawings, instructions, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
2 avoidance of risk by following the given information relating to the following
   2.1 methods of work
   2.2 safe use of health and safety control equipment
   2.3 safe use and storage of materials, tools and equipment
3 selection of resources associated with own work
   3.1 materials, components and fixings
   3.2 tools and equipment
4 protection of the work and its surrounding area from damage
5 minimise damage and maintain a clean work space
6 disposal of waste in accordance with legislation
7 demonstration of work skills to measure, clean, inspect, prepare, assemble, fit, sample or inspect, position, place, monitor, extract and remove
8 use and maintain hand tools, portable power tools, machinery and ancillary equipment
9 contribute to the construction of specialist works by using tremie systems to place concrete, to given working instructions, during one of the following piling operations
   9.1 cast-in-situ piling
   9.2 diaphragm walling
10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR236 (H1PC 04) Carry Out Tremie Operations

Knowledge and Understanding

You need to know and understand:

**Performance Criteria 1**
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

**Performance Criteria 2**
Safe work practices
K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
K5 how emergencies should be responded to and who should respond
K6 the organisational security procedures for tools, equipment and personal belongings
K7 what the accident reporting procedures are and who is responsible for making the report
K8 why, when and how health and safety control equipment should be used

Knowledge and Understanding (cont)

**Performance Criteria 3**
Selection of resources
K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
K10 how the resources should be used and how any problems associated with the resources are reported
K11 the organisational procedures to select resources, why they have been developed and how they are used
K12 the hazards associated with the resources and methods of work and how they are overcome

**Performance Criteria 4**
Minimise the risk of damage
K13 how to protect work from damage and the purpose of protection
K14 why disposal of waste should be carried out safely and how it is achieved

**Performance Criteria 5**
Meet the contract specification
K15 how methods of work, to meet the specification, are carried out and problems reported
K16 how maintenance of tools and equipment is carried out

**Performance Criteria 6**
Allocated time
K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

Scope/range relating to Knowledge and Understanding

Disposal of waste
1  environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1  fires, spillages, injuries
   2.2  emergencies relating to piling and other occupational activities

Hazards
3  those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance

Health and safety control equipment
4  identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   4.1  collective protective measures
   4.2  personal protective equipment (PPE)
   4.3  respiratory protective equipment (RPE)
   4.4  local exhaust ventilation (LEV)

Information
5  drawings, instructions, specifications, schedules, method statements, risk assessments, manufacturers’ information, concrete pour records, tool-box talks, daily briefings, certificates and permits

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance
6  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
7  operative care of hand tools and/or portable power tools, machinery and ancillary equipment

Methods of work
8  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to:
   8.1  contribute to the construction of specialist works by placing concrete using tremie systems for cast-in-situ piling or diaphragm walling
   8.2  handle displaced fluids
   8.3  guide lifting appliances
   8.4  use hand tools, power tools, machinery and ancillary equipment

9  team work and communication
10  needs of other occupations associated with carrying out tremie operations

Problems
11  those arising from information, resources and methods of work
   11.1  own authority to rectify
   11.2  organisational reporting procedures
UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

Scope/range relating to Knowledge and Understanding (cont)

Programme
12 types of progress charts, timetables and estimated times
13 organisational procedures for reporting circumstances which will affect the work programme

Protect work
14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
15.1 tremie systems
15.2 concrete
15.3 hand and/or powered tools, machinery and ancillary equipment
16 methods of determining quantity, length, volume and wastage associated with the method/procedure to carry out tremie operations

Security procedures
17 site, workplace, company and operative
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## UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

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UNIT VR236 (H1PC 04)  Carry Out Tremie Operations

Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

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UNIT VR239 (H1PD 04)  Guide Formation of Piles

Unit Summary

This standard is about:

1 interpreting information
2 adopting safe and healthy working practices
3 selecting materials, components and equipment
4 preparing and guiding a piling rig and other plant for the formation and/or installation of piles

Key words

Sheet piling; Driven piling; Rotary bored Kelly bar piling; Driven cast-in-situ piling; Sectional auger piling (mini piling); Continuous flight auger piling; Displacement flight auger; Slurry walling; Tripod piling; Vibro piling; Diaphragm walling
UNIT VR239 (H1PD 04)  Guide Formation of Piles

Performance Criteria

You must be able to:

1 interpret the given information relating to the work and resources to confirm its relevance
2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
3 select the required quantity and quality of resources for the methods of work
4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
5 comply with the given contract information to carry out the work efficiently to the required specification
6 complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

Performance Criteria 1
1 interpretation of drawings, instructions, specifications, schedules, method statements, risk assessments and manufacturers’ information related to the work to be carried out

Performance Criteria 2
2 avoidance of risk by following the given information relating to the following
   2.1 methods of work
   2.2 safe use of health and safety control equipment
   2.3 safe use and storage of materials, tools and equipment
3 safe use of fire extinguishers, as appropriate to the fire

Performance Criteria 3
4 selection of resources associated with own work
   4.1 materials, components and fixings
   4.2 tools and equipment

Performance Criteria 4
5 protection of the work and its surrounding area from damage
6 minimise damage and maintain a clean work space
7 disposal of waste in accordance with legislation

Performance Criteria 5
8 demonstration of work skills to measure, position, secure, align, level and adjust
9 use and maintain hand tools and ancillary equipment
10 guide and monitor the piling rig for the formation and/or installation of piles to given working instructions, using one of the following methods
   10.1 sheet piling
   10.2 driven piling
   10.3 rotary bored kelly bar piling
UNIT VR239 (H1PD 04)  Guide Formation of Piles

Scope/range related to Performance Criteria (cont)

Performance Criteria 5 (cont)

10.4 driven cast-in-situ piling
10.5 sectional auger piling (mini piling)
10.6 continuous flight auger piling
10.7 displacement flight auger
10.8 slurry walling
10.9 tripod piling
10.10 vibro piling
10.11 diaphragm walling

Performance Criteria 6
11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR239 (H1PD 04)  Guide Formation of Piles

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Safe work practices
K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
K5 the types of fire extinguishers and how and when they are used
K6 how emergencies should be responded to and who should respond
K7 the organisational security procedures for tools, equipment and personal belongings
K8 what the accident reporting procedures are and who is responsible for making the report
K9 why, when and how health and safety control equipment should be used

Knowledge and Understanding (cont)

Performance Criteria 3
Selection of resources
K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
K11 how the resources should be used and how any problems associated with the resources are reported
K12 the organisational procedures to select resources, why they have been developed and how they are used
K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4
Minimise the risk of damage
K14 how to protect work from damage and the purpose of protection
K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5
Meet the contract specification
K16 how methods of work, to meet the specification, are carried out and problems reported
K17 how maintenance of tools and equipment is carried out

Performance Criteria 6
Allocated time
K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR239 (H1PD 04)  Guide Formation of Piles

Scope/range relating to Knowledge and Understanding

Disposal of waste
1  environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2  operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1  fires, spillages, injuries
   2.2  emergencies relating to piling and other occupational activities

Fire extinguishers
3  water, CO₂, foam, powder and their uses

Hazards
4  those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance

Health and safety control equipment
5  identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   5.1  collective protective measures
   5.2  personal protective equipment (PPE)
   5.3  respiratory protective equipment (RPE)
   5.4  local exhaust ventilation (LEV)

Information
6  drawings, instructions, specifications, schedules, method statements, risk assessments, manufacturers’ information, toolbox talks, daily briefings, certificates and permits

Scope/range relating to Knowledge and Understanding (cont)

Legislation and official guidance
7  this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
8  operative care of hand tools and ancillary equipment

Methods of work
9  application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   9.1  identify the sequence of work
   9.2  ensure piling rig is positioned in accordance with setting-out points
   9.3  guide, align, level and check the bore or drive position for one of the following methods: sheet piling, driven piling, rotary bored kelly bar piling, driven cast-in-situ piling, sectional auger piling (mini piling), continuous flight augur piling, displacement flight auger piling, slurry walling, tripod piling, vibro piling and diaphragm walling
   9.4  monitor and adjust the rake of the hole or pile
   9.5  record information
   9.6  fit and remove piling rig ancillaries
   9.7  prepare, position and place reinforcement steel and/or other components
   9.8  use hand tools and ancillary equipment
   9.9  work at height
UNIT VR239 (H1PD 04)  Guide Formation of Piles

Scope/range relating to Knowledge and Understanding (cont)

Methods of work (cont)
10  team work and communication
11  needs of other occupations associated with guiding piling rigs for the formation/installation of piles

Problems
12  those arising from information, resources and methods of work
   12.1  own authority to rectify
   12.2  organisational reporting procedures

Programme
13  types of progress charts, timetables and estimated times
14  organisational procedures for reporting circumstances which will affect the work programme

Protect work
15  protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16  materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
   16.1  plant, hand tools and/or powered tools, machinery and ancillary equipment
17  methods of calculating quantity, length and wastage associated with the method/procedure to guide piling rigs for the formation/installation of piles

Security procedures
18  site, workplace, company and operative
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Notes/Comments

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Candidate ________________________________ Date ________________________________
Assessor ________________________________ Date ________________________________
Internal Verifier __________________________ Date ________________________________
UNIT VR388 (FW1R 04)  Operate Plant or Machinery to Extract

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting and/or using materials, components and equipment for plant or machinery operations
4. setting up, operating and shutting down plant or machinery for carrying out extraction work

Key words

Extraction; Excavators; Loading-shovels; Skid steer loaders; Motorised-scrappers; Trenchers; Draglines
UNIT VR388 (FW1R 04)  Operate Plant or Machinery to Extract

Performance Criteria

You must be able to:

1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2 organise with others the sequence in which the work is to be carried out
3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
4 request resources to sustain plant or machinery operations to complete the programme of work
5 select plant or machinery resources for the methods of work and operations to be carried out
6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
7 comply with the given contract information to carry out the work efficiently to the required specification
8 complete the work within the allocated time, in accordance with the programme of work

Scope/range related to Performance Criteria

1 interpretation of drawings, specifications, schedules, method statements and manufacturers’ information related to the plant or machinery operations and the work to be carried out
2 organisation of own work
3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Scope/range related to Performance Criteria (cont)

4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
5 safe use and storage of plant or machinery, tools and equipment
6 follow organisational procedures for the requisition of consumables, materials and other resources
7 selection of resources associated with own work
8 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
9 minimise damage and maintain a clean work space
10 disposal of waste in accordance with legislation
11 demonstration of work skills to check, adjust, communicate, manoeuvre, position, extract, form, remove and load
12 use and maintain hand tools, ancillary equipment and/or accessories
13 operate plant or machinery to extract ground, face and loose materials to given working instructions relating to one of the following categories of plant or machinery
13.1 excavators
13.2 loading shovels
13.3 skid steer loaders
13.4 motorised scrapers
13.5 trenchers
13.6 draglines
14 shut down and secure plant or machinery
15 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
UNIT VR388 (FWR 04) Operate Plant or Machinery to Extract

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K2 the types of information, their source and how they are interpreted
K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Organise with others
K4 communication of ideas between team members
K5 organisation of resources in conjunction with the progress of work
K6 the skills required to carry out the work

Performance Criteria 3
Safe work practices
K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
K8 how emergencies should be responded to and who should respond
K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings

Knowledge and Understanding (cont)

Performance Criteria 3 (cont)
Safe work practices
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why and when personal protective equipment (PPE) should be used

Performance Criteria 4
Request resources
K12 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5
Selection of resources
K13 the characteristics, quality, uses, limitations and defects associated with plant resources and how defects should be rectified
K14 how the resources should be used and how any problems associated with the resources are reported
K15 the organisational procedures to select resources, why they have been developed and how they are used
K16 the hazards associated with the resources and methods of work and how they are overcome
UNIT VR388 (FW1R 04) Operate Plant or Machinery to Extract

Knowledge and Understanding (cont)

Performance Criteria 6
Minimise the risk of damage
K17 how to protect work from damage and the purpose of protection
K18 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7
Meet the contract specification
K19 how methods of work, to meet the specification, are carried out and problems reported
K20 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8
Allocated time
K21 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
UNIT VR388 (FW1R 04) Operate Plant or Machinery to Extract

Scope/range relating to Knowledge and Understanding

Communication
1 discussions, sketches and briefings

Disposal of waste
2 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
3 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
  3.1 fires, spillages, injuries
  3.2 emergencies relating to occupational activities

Hazards
4 those identified by method of work, risk/COSHHRH assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5 drawings, specifications, schedules, method statements, manufacturers’ information and regulations governing the operation of plant or machinery for extraction work

Scope/range relating to Knowledge and Understanding (cont)

Legislation, Approved Codes of Practice and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
7 operative care of plant or machinery, hand tools, ancillary equipment and/or accessories

Methods of work
8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  8.1 identify the characteristics of the plant and machinery appropriate to the extraction operation
  8.2 carry out performance checks for the extraction operation
  8.3 identify the area to be extracted
  8.4 carry out pre-operative checks for obstructions, stability, safety and security of the work and surrounding area
  8.5 check to avoid damage to structures and utilities service apparatus
  8.6 extract, remove and load materials safely and securely
  8.7 form stockpiles
  8.8 shut down and secure plant or machinery
  8.9 use hand tools, ancillary equipment and accessories

9 team work and communication

10 needs of other occupations associated with operating plant or machinery to extract ground and loose materials
UNIT VR388 (FW1R 04)  Operate Plant or Machinery to Extract

Scope/range relating to Knowledge and Understanding (cont)

Personal protective equipment (PPE)
11 occupational use, types, purpose of each type and work situations

Problems
12 those arising from information, resources and methods of work
   12.1 own authority to rectify
   12.2 organisational reporting procedures

Programme
13 types of progress charts, timetables and estimated times
14 organisational procedures for reporting circumstances which will affect the work programme

Protect work
15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   16.1 consumables, lubricants, fuels
   16.2 attachments and extraction aids
   16.3 hand tools, ancillary equipment and/or accessories
17 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant or machinery to extract ground and loose materials

Security procedures
18 site, workplace, company and operative

Scope/range relating to Knowledge and Understanding (cont)

Skills
19 own occupation and occupations related to the work
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UNIT VR388 (FW1R 04)  Operate Plant or Machinery to Extract

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The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

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UNIT VR400 (DY6R 04) Operate Specialised Powered Tools and Equipment

Unit Summary

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting and preparing specialised powered tools and/or ancillary equipment
4. operating specialised powered tools and equipment

Key words

Specialised-tools; Powered-tools; Power-units
UNIT VR400 (DY6R 04)  Operate Specialised Powered Tools and Equipment

Performance Criteria

You must be able to:

1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
2 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
3 request resources to sustain plant or machinery operations to complete the programme of work
4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
5 carry out pre-use preparation inspections on powered tools and/or equipment in accordance with given procedures
6 operate powered tools and/or equipment in accordance with safe working practices to achieve the work outcome

Scope/range related to Performance Criteria

1 interpretation of drawings, specifications, risk assessments, method statements, legislation, Codes of Practice, operating instructions and manufacturers’ information related to the work to be carried out
2 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements

Scope/range related to Performance Criteria (cont)

3 safe use and security of powered tools and equipment
4 safe use of fire extinguishers, as appropriate to the fire
5 request resources to sustain powered tools and/or equipment associated with own work:
   5.1 fuel/power source
   5.2 lubricants
   5.3 consumables
6 protection of the work and its surrounding area from damage
7 minimise damage and maintain a clean work space
8 disposal of waste in accordance with legislation
9 demonstration of work skills to measure, align, assemble, fit, level, position, check, secure, connect and adjust
10 use and maintain power units, tools and ancillary equipment
11 prepare the power unit tool(s) and/or ancillary equipment to given working instructions
12 demonstration of work skills to start, stop, replenish, control and clean
13 use and maintain power units, tools and ancillary equipment
14 operate and monitor power unit and associated equipment to given working instructions, relating to
   14.1 continual running
   14.2 closing down
   14.3 cleaning
15 return powered tools and equipment to a safe operational condition on completion of work
16 disassemble power unit, tools and ancillary equipment
UNIT VR400 (DY6R 04)  Operate Specialised Powered Tools and Equipment

Knowledge and Understanding

You need to know and understand:

Performance Criteria 1
Interpretation of information
K1  the operating information and legislation appropriate to the powered tools and/or equipment
K2  the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
K3  the types of information, their source and how they are interpreted
K4  the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2
Safe work practices
K5  the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
K6  the types of fire extinguishers and how and when they are used
K7  how emergencies should be responded to and who should respond
K8  the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
K9  what the accident reporting procedures are and who is responsible for making the report
K10 why and when personal protective equipment (PPE) should be used

Knowledge and Understanding (cont)

Performance Criteria 3
Request resources
K11  the organisational procedures for requisitioning consumables and other resources, why they have been developed and how they are used
K12  the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4
Minimise the risk of damage
K13  how to protect work from damage and the purpose of protection
K14  why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5
Pre-use preparation
K15  the methods of work for pre-use checks needed before operating powered tools and/or equipment
K16  the method of work preparation required before using powered tools and/or equipment

Performance Criteria 6
Use tools and equipment
K17  how methods of work are carried out and problems reported
UNIT VR400 (DY6R 04) Operate Specialised Powered Tools and Equipment

Scope/range relating to Knowledge and Understanding

Disposal of waste
1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1 fires, spillages, injuries
   2.2 emergencies relating to occupational activities

Fire extinguishers
3 water, CO₂, foam, powder and their uses

Hazards
4 those identified by method of work, risk/COSHH assessments, manufacturers’ technical information statutory regulations and official guidance

Information
5 drawings, specifications, risk assessments, method statements, legislation, Codes of Practice, manufacturers’ information and operating instructions

Legislation and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Scope/range relating to Knowledge and Understanding (cont)

Methods of work
7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
   7.1 prepare, position and set up for work
   7.2 secure accessories and tool attachments
   7.3 carry out pre-use checks to manufacturers’ and suppliers’ information/procedures
   7.4 operate, use and control
   7.5 monitor and maintain
   7.6 close down and secure
   7.7 disassemble
   7.8 transport and/or store
   8 team work and communication
   9 needs of other occupations associated with operating power units, tools and/or equipment

Personal protective equipment (PPE)
10 occupational use, types, purpose of each type and work situations

Problems
11 those arising from information, resources and methods of work
   11.1 own authority to rectify
   11.2 organisational reporting procedures

Protect work
12 protect work against damage from general workplace activities, other occupations and adverse weather conditions
UNIT VR400 (DY6R 04)  Operate Specialised Powered Tools and Equipment

Scope/range relating to Knowledge and Understanding (cont)

Resources
13  materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
   13.1  power source/fuels
   13.2  consumables, lubricants

Security procedures
14  site, workplace, company and operative
UNIT VR400 (DY6R 04)  Operate Specialised Powered Tools and Equipment

| No | Description of Evidence | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
### UNIT VR400 (DY6R 04) Operate Specialised Powered Tools and Equipment

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UNIT VR400 (DY6R 04)  Operate Specialised Powered Tools and Equipment

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UNIT VR400 (DY6R 04)    Operate Specialised Powered Tools and Equipment

<table>
<thead>
<tr>
<th>Notes/Comments</th>
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</table>

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Date</th>
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<tbody>
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<table>
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<tr>
<th>Assessor</th>
<th>Date</th>
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<table>
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<tr>
<th>Internal Verifier</th>
<th>Date</th>
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Section 4 — Blank recording forms

This section consists of the blank forms referred to in Section 2 for you to photocopy. You may find these useful when compiling your portfolio.
<table>
<thead>
<tr>
<th><strong>Portfolio title page</strong></th>
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<tbody>
<tr>
<td>Your name</td>
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<tr>
<td>Job title</td>
</tr>
<tr>
<td>Name of employer/training provider/college</td>
</tr>
<tr>
<td>Their address</td>
</tr>
<tr>
<td>Telephone number</td>
</tr>
<tr>
<td>SVQ</td>
</tr>
<tr>
<td>Level</td>
</tr>
<tr>
<td>Units submitted for assessment</td>
</tr>
<tr>
<td>Mentor’s name (Please provide details of mentor’s experience)</td>
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Assessor’s signature  ________________  Date  ________________
# Personal profile

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
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</tr>
<tr>
<td><strong>Postcode</strong></td>
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<tr>
<td><strong>Home telephone</strong></td>
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<tr>
<td><strong>Work telephone</strong></td>
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<tr>
<td><strong>Job title</strong></td>
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</tbody>
</table>

## Relevant experience

<p>| <strong>Description of your current job</strong> |  |
| <strong>Previous work experience</strong> |  |
| <strong>Qualifications and training</strong> |  |
| <strong>Voluntary work/interests</strong> |  |</p>
<table>
<thead>
<tr>
<th>Name of employer/training provider/college</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone number</td>
</tr>
<tr>
<td>Type of business</td>
</tr>
<tr>
<td>Number of staff</td>
</tr>
<tr>
<td>Structure of organisation</td>
</tr>
<tr>
<td>(include chart or diagram if available)</td>
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</tbody>
</table>
## Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

<table>
<thead>
<tr>
<th>Section</th>
<th>Completed</th>
<th>Page/Section number</th>
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<tr>
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<tr>
<td>Personal profile</td>
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</tr>
<tr>
<td>Your own personal details</td>
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<tr>
<td>A brief CV or career profile</td>
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<tr>
<td>A description of your job</td>
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<tr>
<td>Information about your employer/training provider/college</td>
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<td>Unit assessment plans</td>
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<td>Unit progress record</td>
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<tr>
<td>Completed Element achievement records for each Unit</td>
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<tr>
<td>Signed by yourself, your assessor and the internal verifier (where relevant)</td>
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<tr>
<td>Evidence reference numbers included</td>
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<tr>
<td>Index of evidence (with cross-referencing information completed)</td>
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<tr>
<td>Evidence (with reference numbers)</td>
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<tr>
<td>Observation records</td>
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<tr>
<td>Details of witnesses (witness testimony sheets)</td>
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<td>Personal statements</td>
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## Index of evidence

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<th>Included in portfolio (Yes/No) If no, state location</th>
<th>Sampled by the IV (initials and date)</th>
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<td>Date</td>
<td>Evidence index number</td>
<td>Details of statement</td>
<td>Links to other evidence (enter numbers)</td>
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Candidate’s signature ______________________  Date ______________________
Observation record

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<th>Skills/activities observed</th>
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**Knowledge and Understanding apparent from this observation**

**Other Units/Elements to which this evidence may contribute**

**Assessor comments and feedback to candidate**

I can confirm the candidate’s performance was satisfactory.

**Assessor’s signature** ___________________  **Date** ___________________
## Witness testimony

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<td>Where applicable, evidence number to which this testimony relates</td>
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<tr>
<td>Witness name</td>
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<td>Designation/relationship to candidate</td>
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<td>Details of testimony</td>
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I can confirm the candidate’s performance was satisfactory.

**Witness signature**  _______________  **Date**  _______________

**Witness** (please tick the appropriate box):

- [ ] Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- [ ] Is familiar with the SVQ standards to which the candidate is working
Record of questions and candidate’s answers

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<tr>
<td>Evidence index number</td>
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| Circumstances of assessment |  |

List of questions and candidate’s responses

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Assessor’s signature ___________________ Date ___________________

Candidate’s signature ___________________ Date ___________________